



## LIVERMORE AREA RECREATION AND PARK DISTRICT

### JOB DESCRIPTION

#### JOB TITLE: FISCAL SUPERVISOR

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DIVISION: Administration  
DATE ADOPTED: June 15, 2005

CLASSIFICATION CODE: 1015  
REPORTS TO: General Manager

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#### **POSITION SUMMARY:**

Under general direction, assists the General Manager in the administration of the District by performing a wide range of responsible fiscal activities to include district fiscal oversight, budget and cash flow projections, fiscal policy development, internal controls and auditing, general ledger oversight, grant funds oversight, interaction with other governmental agencies, and related areas as required.

#### **DISTINGUISHING FEATURES:**

This class can be distinguished from other administrative support classes by the increased level and scope of responsibility. Incumbents in this class may provide technical and functional assistance to the General Manager as well as supervision over other personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assists the General Manager with fiscal administrative details of day-to-day operation of the District as well as special assignments and projects.
2. Performs administrative staff support functions by attending meetings of committees, commissions, and the Board of Directors; reviewing financial documents and directing maintenance of associated files and archives; preparing reports and making presentations of financial matters.
3. Complies with Governmental Accounting Standards (GASB) and public resource code.
4. Oversees procedures and processes related to special tax assessment management.
5. Develops, implements, and administers on-going District accounting procedures, software program functions, internal controls, specific division programs and associated audits.
6. Responsible for property control, purchasing activities and District physical inventory.
7. Prepares and administers budget; prepares cost estimates for budget recommendations; submits justifications for budget items.
8. Projects and monitors District cash flow; authorizes expenditures and fund transfers.
9. Oversees District Audit and management reports.
10. Provides fiscal oversight of grant funds.
11. Interprets and applies laws as they apply to the District's finances.
12. Performs fiscal administrative oversight for other District division; transmits information and disseminates materials; provides guidance and assistance.
13. Directs and supervises staff.
14. Develops and/or conducts training in financial processes.
15. Maintains liaison with appropriate government representatives and firms or entities; provides information and answers inquiries.
16. Other duties as assigned.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The duties of this position are generally performed in work conditions found in a typical indoor office environment. Travel to and work at out-of-office locations is sometimes required. Working irregular hours during the evening and occasional weekends is sometimes required. The noise level of the work environment is moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. While performing the duties of this job, the employee is regularly required to have: hearing and speech adequate to communicate in person and over the telephone, vision adequate to read fine print and VDTs, bodily movement adequate to bend, stoop, stretch and reach, manual dexterity adequate to write and use computer keyboards and office equipment. Strength to manage moving up to 20 pounds.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:** Graduation from a college or university with a degree in accounting, finance, business administration, or an approved allied field.

**Experience:** Four years of professional fiscal management responsibility in government, the private sector, or recreation and parks agencies.

OR

**Alternate:** Some acceptable combination of education, experience and ability that would likely provide the required knowledge, skills and abilities.

**KNOWLEDGE, SKILLS, ABILITIES:****Knowledge of:**

- Principles, methods, and procedures of fiscal management;
- Personnel Management;
- Budgeting and purchasing;
- Basic functions and organization of public agencies;
- Principles and procedures of fiscal records management;
- Federal, state and local laws, codes and regulations pertinent to fiscal management.

**Ability to:**

- Use initiative and independent judgment within established guidelines;
- Plan, initiate and complete assignments with minimum direction;
- Maintain effective working relationships with those contacted in the course of work;
- Analyze, interpret and apply complex documents, regulations and administrative procedures and regulations relating to fiscal management;
- Prepare a variety of written materials of an analytical, technical and evaluative nature;
- Communicate effectively in both oral and written form;
- Develop and implement administrative programs;
- Analyze and resolve administrative situations and problems.

**LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:**

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.