

**MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION**

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| Position Title: Fiscal Manager | Department: Human Service | Division/Section: Not Applicable |
| Classification: Full-Time; Exempt | Salary: \$47,515 to \$52,267; depending on education and experience | Supervisor: Finance Director |
| Supervision Exercised: Human Services Fiscal Staff | Posting Date: Tuesday April 27, 2021 | Deadline Date to Apply: Friday May 7, 2021 |
| Position Summary: This position provides complex levels of accounting and bookkeeping oversight for multiple programs and funding sources. This position is responsible for directing and coordinating business practices for the Human Services Department including but not limited to computations, review and analysis of financial reports, reconciliations, projections, budget planning, and contracts. This position is accountable for the administration of a system of financial and information system operations which will provide financial planning, accurate controls, and timely information and reports. This position is to cross-train with other members of the fiscal management team, coordinate their activities, and provide guidance to fiscal staff. | | |

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor, maintain, and reconcile revenue, expense, asset, and liability accounts to ensure accuracy for reporting and adherence to contract and funding agency requirements, internal control policies, and audit standards.
- Work closely with the Finance Director, Human Services Director, Program Managers, and other fiscal personnel on fiscal activities, including maintenance and monitoring of various fiscal operations, year-end closings, report presentations, and backup for various financial functions.
- Provide leadership and supervisory responsibility over assigned staff.
- Provide guidance to Program Managers on steps necessary to ensure that all departmental reporting is complete, accurate, and submitted in a timely manner.
- Maintain an up to date log of Human Services grants and programs describing revenue origination, allowable expenditures, and contact information.
- Compile and complete fiscal entries, journal entries, reconciliations, approve and process bills for payment, balance accounts, analyze and ensure proper backup documentation, and prepare reports.
- Monitor budget allocations, expenditures, fund balances, and related financial activities, for the purpose of ensuring that allocations are accurate, revenues are recorded, and expenses are within budgetary limits.
- Provide for orderly and accurate centralized records necessary for annual audits and provide support and consultation to auditors in preparing and completing journal and audit entries.
- Assist the Finance Director in developing and implementing corrective action plans, policies, and procedures to ensure audit compliance.
- Develop written protocol and standardized methods for internal financial operations as well as update monitor and maintain internal control policies for all aspects of the accounting process.
- Preparing and present monthly and annual reports both verbally and written as directed, regarding fiscal operations, services, expenditures and revenues.
- Assist and provide guidance in preparing the annual department budget.
- Respects, understands, maintains, and abides by all confidentiality laws, internal policy and procedures, manuals, administrative codes, and state/federal laws.
- Contributes to the team effort by performing related duties as necessary or as assigned by the immediate supervisor.

MINIMUM QUALIFICATIONS:

- A minimum of an Associate's Degree in accounting, finance, business or public administration, or closely related field supplemented by two or more years of recent (e.g. within the past 5 years) experience working and supervising in an accounting or finance department including while performing various accounting functions. Knowledge of the principles and practices of business administration, and GAAP (Generally Accepted Accounting Principles) including budgeting, planning, administration, evaluation and quality improvement methods.
- Must have excellent computer skills and be proficient in the use of Microsoft Word and Excel.
- Must possess and maintain a home/personal phone.
- Must be bondable.
- Availability to work unscheduled hours to attend County/Town Board and committee meetings.
- Possession of a valid Wisconsin Driver's license, access to an insured vehicle, and ability to provide continual verification of meeting such requirement.
- Proof of any education, training or experience and references will be requested.
- Must submit to a thorough criminal background check and not have been convicted of or pled no contest to a misdemeanor or felony involving fraud, theft, embezzling, receiving stolen property, public corruption, or a related violation within the past seven years.
- Must submit to a pre-employee drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- Language Skills. Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write moderate correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Reasoning Ability. Ability to apply common sense understanding to carry out detailed and written or oral instructions. Ability to deal with problems involving a few concrete variables in primarily standardized situations.
- Physical Demands. Office conditions may at times be stressful due to deadlines and dealing with the public. Primarily a sedentary position, but includes sitting, standing, walking, climbing stairs, bending, stooping, and minimal lifting.
- Work Environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

MENTAL DEMANDS: Must be able to analyze many variables and choose the most effective course of action for the County/Town at any given point in time. Must make effective decisions. Personal maturity is an important attribute. Must relate and interact with people at all levels. Must be culturally sensitive. Stressful factors include the on-going intensity of critical information, performing detail reports, pressure of meeting deadlines, involvement with consumers, the public, personnel and governmental agencies, a varied schedule, travel, and travel in inclement weather.

PERSONAL CHARACTERISTICS: Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings and ideas; a willingness to give and sustain help; dependable, reliable, flexible, have integrity, insight, imagination, and creativity.

OTHER: This position description should not be interpreted as all-inclusive or exclusive. It is intended to identify the major responsibilities and requirements of this job. The successful applicant may be required to perform job-related responsibilities and tasks other than those stated in this description.

Applicants selected for an interview will be required to provide a presentation at the time of interview.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us);
- Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of college transcripts;
- Copy of valid Wisconsin Driver's license.

Unsigned or incomplete applications, and applications not including all of the information listed above, will be screened out.

Please submit all required information to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. You may also email your information to lonat@co.menominee.wi.us, or mail to:

Menominee County Courthouse
Attn: Human Resources
P.O. Box 279
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

- *Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*