



---

**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 70183**

**FISCAL SUPERVISOR**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Fiscal Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.





---

### Summary of Essential Duties

The primary purpose of the Fiscal Supervisor position is to supervise Fiscal Officers, Fiscal Specialists and other fiscal staff, making personnel decisions, monitoring payroll and completing performance evaluations. The Fiscal Supervisor performs, directs, coordinates, monitors and manages a variety of fiscal duties, assisting Fiscal Officers and other fiscal personnel with tasks such as, monitoring allocations and appropriations, preparing monthly contracts and participating in budget formation. Additionally, the Fiscal Supervisor prepares and oversees the preparation of various fiscal reports, records and analyses. Finally, the incumbent advises administrative personnel and other agency officials on fiscal and budgetary matters.

#### Duties

Frequency: 30% +/- 5%

- I. Provides direct supervision to Fiscal Officers, Fiscal Specialists and other fiscal employees.
  - A. Determines need for new staff members.
  - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
  - C. Disciplines subordinates, when necessary.
  - D. Reviews, approves, or denies employee requests for leave.
  - E. Completes performance evaluations of subordinates' work.
  - F. Meets with subordinates regarding any grievances.
  - G. Trains new and current employees.
  - H. Assigns and reviews work of subordinates.
  - I. Assists support staff in the completion of tasks.

Frequency: 35% +/- 15%

- II. Performs, directs, coordinates, monitors and manages a variety of fiscal duties, assisting Fiscal Officers and other fiscal personnel with tasks.
  - A. Authorizes purchases, expenditures and payments.
  - B. Designs and updates fiscal accounting procedures.
  - C. Prepares budget and cash forecasts.
  - D. Monitors accounts payable and receivable.
  - E. Monitors and processes all state and federal allocations and cash flow.



---

Frequency: 20% +/- 5%

- III. Prepares, maintains and oversees the preparation of various fiscal/financial reports, studies and records.
- A. Completes state and agency reports (e.g., analytical reports of fiscal operations, financial statements, cash flow projections, manpower forecasts, expenditure and inventory reports, federal grant summaries and various correspondence).
  - B. Completes all monthly, quarterly, and annual fiscal reports (e.g., Emergency Assistance, civil rights, worker's compensation).
  - C. Verifies the data included in fiscal reports.
  - D. Prepares projections and allocation requests for upcoming year with assistance from Auditor's Office and signs off on low level budget decisions.
  - E. Prepares quarterly Full Time Equivalency Report.
  - F. Oversees the tracking of indirect costs for county-wide cost allocation plan (typically quarterly).
  - G. Ensures that agency bills are paid correctly and on time.
  - H. Monitors and reconciles funds for each agency function.

Frequency: 5% +/- 2%

- IV. Advises administrative officials on fiscal and budgetary matters.

Frequency: 5% +/- 2%

- V. Attends various meetings and training sessions concerning fiscal/financial issues.

Frequency: 5% +/- 3%

- VI. Performs personnel functions.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
FISCAL SUPERVISOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Office practices and procedures; Fiscal and budgetary management; Supervisory practices; Personnel practices; Payroll functions (e.g., reconciling worker time cards); Interviewing; Administrative practices; Performance evaluations; Disciplinary procedures.	Oral communication; Organization; Supervising; Writing.	Work with others; Discipline others; Assign work to others; Train others; Perform payroll functions (e.g., reconcile time cards, monitor time clock); Monitor the work of others; Review, approve or deny requests for leave; Monitor sick, unpaid, compensatory time and personal leave; Assist support staff in the completion of tasks; Interview prospective employees; Complete performance appraisals; Maintain appropriate employment records.
II	Accounting functions; Intermediate mathematics; Computer systems; Data systems; State and Federal regulations regarding fiscal procedures; Procedures for State and Federal allocations and cash flow; Contract agreements; Bookkeeping practices; Office practices and procedures; Purchasing practices; Fiscal management and planning; Bid/voucher preparation; Audit procedures; Budget formation and forecasts; Typing principles.	Organization; Writing; Oral communication; Typing; Performing computer operations.	Extract information from various sources; Collect data; Work with others; Develop budgets and fiscal policies/procedures; Monitor allocations and appropriations (e.g., cash flow); Analyze, review, process and account for Agency expenditures and receipts; Implement financial plans; Prepare and monitor contracts and/or agreements; Design fiscal accounting procedures; Maintain computer and data systems; Monitor accounts payable and receivable; Perform intermediate mathematical operations; Perform accounting and budgeting operations; Use computers; Maintain accurate records; Statistically analyze data to detect budget trends; Reconcile child support payments; Prepare bids and vouchers; Complete forms.
III	English grammar and composition; Research methods; Research techniques; Report writing (fiscal/financial); Statistical analysis; Budgetary and fiscal management; Policy formation; Grant proposals.	Word processing; Organization; Writing; Interpreting data.	Monitor and reconcile funds; Extract information from various sources; Collect and verify data; Analyze data; Proofread materials; Write technical reports (fiscal/financial); Oversee tracking of indirect costs for County-wide allocation plan; Ensure that Agency bill are paid correctly and on time; Develop complex reports; Maintain records and studies; Recognize errors in the work of others; Interpret technical material; Prepare budget forecasts and cost projections; Prepare policy statements; Prepare correspondence and requests for Federal grant assistance.



<p><b>IV</b></p>	<p>Fiscal and budgetary policies and procedures; Staff and board meetings; Agency fiscal and budgetary management and administration.</p>	<p>Oral Communication; Organization; Public speaking (e.g. conferences and meetings).</p>	<p>Comprehend complex and technical materials; Interpret policies and procedures; Give and exchange facts and information; Coordinate the actions of others; Testify at controlling and emergency board meetings; Advise others on fiscal and budgetary management; Represent Agency at meetings and conferences.</p>
<p><b>V</b></p>	<p>Agency meetings and training sessions .</p>	<p>Organization; Listening; Oral communication.</p>	<p>Participate in various meetings; Understand manuals and verbal instruction.</p>
<p><b>VI</b></p>	<p>Payroll codes; Intermediate mathematical practices (e.g., calculating pay increases, sick time, etc.); Personnel functions; Agency filing system; Interviewing practices; Compensation issues.</p>	<p>Organization; Monitor time clock.</p>	<p>Collect data; Function as Human Resources Officer; Maintain confidential files; Obtain and secure necessary funds for payroll; Maintain accurate records; Code payroll; Complete forms; Interview others; Read, copy and record figures; Gather, collate and summarize data; Perform statistical operations; Use computers; Perform intermediate mathematical practices (e.g., calculate pay raises, sick time, etc.).</p>



---

### **Minimum Qualifications**

- Two years experience as a Fiscal Officer, 70181.
  
- Or completion of undergraduate major core coursework in accounting, finance, financial management or like academic field that included at least three courses in accounting and one course in finance. Also requires two years experience in a position similar to a Fiscal Officer, 70181.
  
- Or three courses or eighteen months experience in accounting, three courses or eighteen months experience in finance, two courses or twelve months experience in business administration, one course or six months experience in written communication for business, one course or 6 months experience in public relations, one course or six months experience in human resources, and one course or six months experience in typing, keyboarding or word processing to include generating a spreadsheet. Also requires two years experience in a position similar to a Fiscal Officer, 70181.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The incumbent has almost no responsibility for the safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.