

Fiscal Manager

General Services Department

\$63,643.01 - \$85,287.90 Annually



FINAL FILING DATE

November 14, 2014



DIRECT INQUIRIES TO

Human Resources
3 County Center Dr. Suite A
Oroville, CA 95965

530-538-7651
www.buttecounty.net

It is the mission of the Butte County General Services Department
to build a reputation of

Integrity,

Pride,

Professionalism

and ***Reliability.***

We strive for a safe and open work environment and through effective planning: reduce risk, control cost and provide quality services for all County departments.

Fiscal Manager

Under limited supervision, manages complex accounting and analytical work groups to resolve fiscal, administrative and management issues. This position manages accounting and analyst staff and supervisors; plans and manages operations, projects and professional analytical studies; reports to an Assistant Director.

Ideal Candidate

The ideal candidate for this position will possess the technical expertise and experience necessary to manage the day-to-day fiscal operations and implementation of long term goals of the department. The ideal candidate will be a confident leader when interacting with staff at all levels both inside and outside of the department. This person will demonstrate their ability to maintain balance between appropriate levels of initiative and energy, while consistently exercising good judgment. The candidate must also possess the ability and willingness to present his/her ideas and opinions clearly and effectively in all situations.

Minimum Requirements: Education, Certifications, Experience

- ◆ Bachelor's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field.
- ◆ Five (5) years experience in fiscal or management analysis, and four (4) years supervisory experience. One (1) year of experience in Butte County preferred.
- ◆ Valid State of California driver's license may be required.

Typical Duties of the Position Include:

- ◆ Manages and directs the daily activities of the accounting and analyst work groups through appropriate delegation, technical skills training, and managerial support.
- ◆ Directs the preparation of reports, which summarize and forecast Department activities and financial position, based on past, present and expected operations.
- ◆ Analyzes trends, and forecasts revenues, expenditures and workload based on complex internal and external data sources; evaluates program requirements and resource utilization.
- ◆ Monitors operations and procedures, and submits recommendations for improving the organization's functions and processes.
- ◆ Reviews, investigates, and corrects errors and inconsistencies in statistical models and reports.
- ◆ Identifies issues and collateral problems, develops alternative solutions, projects consequences of proposed actions, and presents recommendations in support of objectives.
- ◆ Researches, organizes, compiles, summarizes and analyzes data and reports; develops and documents recommendations; prepares and presents reports to management and other agencies.
- ◆ Reviews and analyzes annual budget proposal for compliance with Department goals; consults with department management, formulates and develops recommendations, and writes reports.
- ◆ Identifies alternative funding sources and coordinates grant applications; monitors grant funds, and tracks results and expenditures for compliance to Department policies and goals.

Knowledge and Skills Required

- ◆ Knowledge of government accounting, budget administration, contracts and program development.
- ◆ Knowledge of Butte County organization, operations, policies and procedures, and accounting and budgeting systems.
- ◆ Knowledge of principles, practices, and trends in public administration, supervision and training.
- ◆ Knowledge of project and grant management principles and techniques.
- ◆ Knowledge of business and personal computer hardware and software applications.
- ◆ Knowledge of business English usage, spelling, grammar and punctuation.
- ◆ Knowledge of principles and methods of conducting research studies.
- ◆ Skill in leadership, scheduling and supervising staff, skills training, and delegating tasks and authority.
- ◆ Skill in analyzing problems, identifying solutions, recommending and implementing methods, procedures and techniques for resolution of issues.
- ◆ Skill in reading, understanding, and applying relevant county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, and other governing regulations.
- ◆ Skill in preparing complete, complex, comprehensive, and accurate reports.
- ◆ Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with department staff and other County employees.
- ◆ Skill in following and effectively communicating verbal and written instructions.
- ◆ Skill in assessing and prioritizing multiple tasks, projects and demands

How to Apply:

If you are interested in this excellent career opportunity, please visit our website at
www.buttecounty.net/humanresources to complete an online application.

For any additional information, please feel free to call (530) 538-7651
Monday through Friday, 8am to 5pm.

**In order to be considered for this position you must submit a copy of your
diploma or unofficial transcripts by the recruitment closing date.**

All applications must be received by 5pm on the closing date, November 14, 2014.

Benefits and Compensation

Salary Range:

The starting salary for this position will be dependent on the qualifications of the candidate. The annual salary range is \$63,643.01-\$85,287.90.

Retirement Plan:

2% @ 55 for classic PERS members; 2% @ 62 for new PERS members.

Holidays and Vacation:

Vacation is based on years of service beginning at 15 days per year.
11 paid holidays per year.

Other Leaves:

Twelve days of sick leave per year.
Bereavement leave.
56 Hours of Administrative Leave per year.

Health, Dental and Vision Insurance:

These are provided to the employee and dependents with the majority of the cost being paid by the County.

Deferred Compensation:

The County provides two voluntary 457 programs that each employee may elect to enroll.

Life Insurance:

The County covers \$25,000 in life insurance with additional coverage available to be purchased at a minimal cost.

Other Benefits:

Employee Assistance Program.
Discounts to local Health Clubs.

For more details on the benefits package, please visit our website at:
www.buttecounty.net/humanresources/EmployeeBenefits.aspx

About Butte County

Butte County is situated on the east side of Northern California's Sacramento Valley and covers 1,640 square miles between the Sacramento River to the west and the Sierra Nevada Mountains to the east. This "Land of Natural Wealth and Beauty" was founded on February 18, 1850, and is one of California's original counties. Butte County's name is derived from the Marysville or Sutter Buttes mountain range, which was within the boundaries of the county when it was created. Butte County is home to a growing population of more than 221,000 people who live in the incorporated cities of Biggs, Chico, Gridley, Oroville (the county seat), and the Town of Paradise. The county offers an ideal economic atmosphere, a highly educated labor force, and a lower than average cost of living.

Butte County has a variety of opportunities for cultural enrichment, recreation, and relaxation in a rural environment. Bidwell Park in Chico is one of the largest city parks in the world, extending 12 miles along Big Chico Creek. Lake Oroville and the Sierra Nevada also provides a wide array of recreational activities. Educational and cultural activities are available through California State University, Chico, with an enrollment of more than 15,000 students per academic year. In addition, Butte County is less than an hour and a half drive to Sacramento and only three hours from the San Francisco Bay Area.

Recreational Activities

Butte County has a variety of recreational activities. Activities include water sports of all types on crystal clear lakes that dot the county's landscape. White water rafting and canoeing are available in the canyons of the area's numerous rivers. Anglers can try their luck casting for trophy trout and bass. Bass fishing tournaments are frequent on Lake Oroville; Lake Oroville is one of the top bass fishing spots in California (ranked No. 24 in *Bassmaster* magazine's article, "The 2013 Best Bass Lakes").

Additionally, equestrian and mountain biking trails run for hundreds of miles with countless square miles of wilderness making for wonderful backpacking excursions. Portions of the Lassen and Plumas National Forests fall within the county's boundaries. There is literally no end to the beauty of the area's natural offerings.

Local Attractions

Butte County is also the home of many local attractions, including Lake Oroville, the Oroville Dam which is the tallest and one of the largest earth-filled dams in the U.S. (spanning one mile at its top), the National Yo-Yo Museum, and Feather Falls, the sixth highest Waterfall in the United States. In addition, the county is host to a number of nationally recognized industries, such as the glassworks of Orient and Flume, and the award winning Sierra Nevada Brewing Company.

Butte County is an Equal Opportunity Employer.