



## Financial and Administration Officer

**Department:** Human Services  
**Job Class #:** 158700  
**Pay Range:** Executive 06

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** The Financial and Administration Officer is a highly responsible, senior level manager that has overall leadership and administrative responsibility for leading and directing a wide range of financial management, planning and administrative activities. This position administers department-wide fiscal, budget, procurement, and contracts and monitoring planning and development; policy development; asset management; and administrative processes. The position requires consistent and thorough understanding of the department and the ability to carry out diverse responsibilities.

### **ESSENTIAL FUNCTIONS:**

- Administer and supervise activities of the Financial and Administration Services Division
- Plan and administer the department budgets.
- Exercise proper financial control over budgetary expenditures as well as responsibility for appropriateness of expenditures.
- Manage all business functions of the department including accounts payable, accounts receivable, cash handling, purchasing, payroll and audits.
- Supervise and coordinate the preparation and publication of the department's annual budget and related documents.
- Provides technical assistance and advice to management on a variety of budgetary procedures.
- Analyze and review the department's budget request to comply with County regulations and instructions.
- Manage the fiscal oversight of provider agencies.
- Develop, review, and recommend modifications to division structure, tasks, and functions to ensure that responsibility, authority, and accountability of work is clearly defined, documented, and communicated.
- Working with the Contracts and Monitoring Manager, ensure contracts and contract amendments comply with policies and procedures.
- Establish and implement department policies and procedures.
- Lead the development and monitoring of the department's fiscal practices for short and long range financial planning.
- Provide direction and leadership for records retention including records collection, maintenance, organization, production, and archiving according to state guidelines.
- Review, recommend, and implement new systems, procedures, budget forms, and related documents.
- Administer risk management functions for the department.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division and individual work groups.
- Administer formulation and routine updating of the goals and objectives of the Financial and Administrative Services Division consistent with the mission and strategic direction of the department.
- Ensure sound applications to federal and state grant agencies; administer on-going grants.
- Ensure complete close-out of completed grants as required by funder, County regulations, and sound fiscal practice.
- Provide effective leadership and direction in the administration of the division's operation and determine work procedures, prepare work schedule, and determine methods for expediting workflow.

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- Assign, review and approve the work of staff; evaluate performance; investigate employee grievances and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; provide adequate coverage during staff absences for the Financial and Administration Services Division.
- Monitor projects and programs to ensure that budgets and schedules are met; control budgets through frequent review and analyze.
- Administer and review projections for fund balance cash flow needs and decisions.
- Oversee high level reviews with department program managers, Director, and Deputy Director on the status of budgets routinely.
- Maintain integrity of department's assets and quality control.
- Perform operational reviews, analyze and solve problems. Develop sound allocation methodologies in alignment with generally accepted fiscal practices.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals and groups.
- Prepare and present reports to leadership team, other department level managers, executive office personnel and Council hearings as required.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Maintain regular, predictable attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The Financial and Administration Officer reports to the Department Director or the Deputy Director and serves as a member of the leadership team. Work is reviewed for fulfillment of departmental and County objectives, for compliance with governing laws and regulations, and support and furtherance of departmental goals and through regular contact, conferences, reports and success of the division and services. This position has full supervisory responsibility for assigned staff and work is performed with wide latitude for independent judgment and action.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Financial and Administration Officer works in an office environment on a daily basis. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours is required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently

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performed. Ability to travel to attend meetings away from regular work site is required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- Fiscal management, administrative procedures and relevant laws and regulatory agency requirements including federal, state and local laws, rules, and regulations with regard to budgeting.
- Governmental organization rules, regulations, principles, theories, and concepts.
- General understanding of grants management and techniques.
- Considerable knowledge of the Washington State Budgeting, Accounting, and Reporting System (BARS).
- Principles and practices of public administration, organization, personnel management, office administration, and current supervisory practices.
- Asset management methods including knowledge of software options.
- Methods and procedures involved in budget preparation, justification, and control.
- Governmental budgeting and accounting principles and practices. Methods and techniques involved in the preparation and execution of a large, complex multi-program and multi-grant budget.
- Contract and monitoring policies and procedures.

##### **Skill in:**

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Grants management and design of accounting systems.
- Understanding of contracts and monitoring compliance.

##### **Ability to:**

- Develop and implement administrative procedures and evaluate their effectiveness and efficiency and provide strategic direction to the fiscal operation of the Department.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Make critical decisions involving large, complex technical or financial transactions.
- Direct, administer, manage, supervise, and coordinate the activities of multiple administrative support service areas.
- Analyze complex operations, fiscal, and statistical data and to supervise and train others in governmental budgeting.
- Establish and maintain effective working relationships with staff, other division managers, department heads, County officials, and contractors.
- Exercise sound independent judgment in the application and interpretation of departmental policies and procedures.
- Understand trends and development of grants management.
- Lead the preparation of grant budgets, and capital facilities and project budgets.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

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- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Graduation from a four year college or university with a Bachelor's degree in accounting or public or business administration and six or more years of progressively responsible related experience that demonstrates the ability to perform the essential functions of the position with at least two years in a managerial/supervisory capacity required. A Master's in business or public administration and/or CPA license is desirable. Any combination of education and experience may substitute for the minimum requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Successful completion of a Pierce County background investigation is required prior to employment. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.