



**CONFIRE**

# Fiscal/Budget/Contract Manager

## SALARY RANGE

\$83,096.00 - \$114,379.20 Annually

### DEFINITION:

Under general direction, assists in the planning, directing, and managing of the fiscal division.

### DISTINGUISHING CHARACTERISTICS:

Positions in this class manage and oversee, through subordinate supervisors, the fiscal services section. Positions in this class report to the Finance/Administration Director.

### EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

1. Manages and oversees the fiscal, analytical, grants, and payroll activities, including budgetary process, fiscal control, accounting, collections, and payroll.
2. Supervises and directs a subordinate staff; evaluates work; hires, approves step advances and recommends disciplinary actions as required.
3. Prepares, or oversees the preparation of, detailed studies regarding department and division budgets; analyzes budget requests; prepares justifications for the denial or recommendation of budgetary proposals; maintains continuing review of budget expenditures; reviews requests for non-budgeted items; recommends appropriate action in response to budget variances.
4. Performs difficult analytical studies of organizational structures, systems, procedures, policies and practices; proposes new administrative policies and procedures; coordinates the implementation of adopted recommendations.

5. Analyzes proposed and existing legislation and interprets implications on operations and costs; assists in the development of legislative recommendations and other appropriate actions.
6. Assists in preparing, negotiating, developing and monitoring grants and contracts designed to provide specific services to the organization, assuring delivery of services and compliance with all contract/grant terms.
7. Prepares written reports and correspondence on a variety of administrative fiscal and budget items.
8. May attend and participate in meetings with elected or appointed officials to answer questions on specific budget or administrative items.
9. Provides other duties, and vacation and temporary relief, as required.

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