

## **FISCAL SYSTEMS AND SERVICES MANAGER**

### **DEFINITION**

Under administrative direction, assists the Director, Fiscal Services with planning, organizing, directing, and managing the budget, accounting, and finance activities of the Superior Court of California, County of San Francisco; supervises supervisors, technicians, analysts, and support staff performing the reconciliation, analysis, and reporting of fiscal accounts for financial reporting; evaluates and revises existing departmental fiscal operation procedures; participates in the analysis, development, and implementation of complex accounting and financial reporting systems enhancements to ensure compatibility with computerized accounting systems; and performs related duties as required. Essential functions of this position include: supervising, assigning, and training supervisors, technicians, analysts, and support staff; directing the analysis, identification, and evaluation of systems requirements; developing departmental accounting, fiscal policy, and systems guidelines; determining new financial system reporting and processing requirements; coordinating the annual year-end closing process and audits; directing the identification and development of complex financial system transactions; establishing methods and procedures; directing the development of training programs, and serving as a liaison and resource person; preparing various written reports and recommendations; and doing related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the full supervisory and management class for providing day-to-day direction, supervision, and oversight of assigned areas and functions in the Superior Court of California, County of San Francisco Fiscal Services Unit. The incumbent serves as the chief assistant to the Director, Fiscal Services, as well as performs a variety of complex accounting, auditing, fiscal projection, and budget administration work. Incumbents assist with the development and use of automated fiscal systems, represent the Fiscal Services Unit with other units and government agencies, and have on-going responsibility for the indigent fees and compensation program.

### **REPORTS TO**

Director, Fiscal Services.

### **CLASSIFICATIONS SUPERVISED**

Fiscal Technician, Senior Fiscal Technician, Analysts, and Fiscal Services Supervisor.

FISCAL SYSTEMS AND SERVICES MANAGER - 2

Superior Court of California  
County of San Francisco

Class Code: 0274  
Date Established: 6/17/99  
Date Last Revised: 1/18/2017

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**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

1. Plans, assigns, trains, supervises, and reviews the work of supervisors, technicians and analysts engaged in the reconciliation, monitoring, and analysis of financial systems records and accounts; and instructs subordinates in the more difficult and complex work involving fiscal policy, procedures, and analysis.
2. Directs the analysis, identification, and evaluation of systems requirements; directs the development of effective reports, enhancements, and interfaces; supervises the development of functional specifications; directs and reviews systems testing; prepares, plans, and implements new or revised procedures; identifies and recommends sub-systems modifications and interfaces to ensure systems compatibility and data integrity; and develops long-term project plans.
3. Develops and revises departmental accounting, fiscal policy, and systems guidelines; and ensures that financial management information systems are compatible with accounting guidelines.
4. Identifies and determines new financial system reporting and processing requirements as a result of new legislation, regulations, and user requests; and revises existing documentation, or recommends and coordinates the development and implementation of system enhancements with other information services/ accounting divisions and sections.
5. Directs the development of training programs for staff and departments in areas such as accounting and systems procedures; and serves as a liaison and resource person to staff, departmental users, and management regarding fiscal issues such as reporting requirements, new and existing accounting policies and procedures, and computer system enhancements.
6. Coordinates the annual year-end closing process and audits of accounting records, and establishes the new fiscal year operational requirements for compliance.
7. Establishes methods and procedures to monitor and control the integrity and reliability of financial systems.
8. Directs the identification and development of complex financial system transactions, system tables, parameters, and functions to ensure that accounting events entered are properly recorded.
9. Prepares a variety of written reports and recommendations.
10. Performs related duties and responsibilities as assigned.

## FISCAL SYSTEMS AND SERVICES MANAGER - 3

Superior Court of California  
County of San Francisco

Class Code: 0274  
Date Established: 6/17/99  
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### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Functions, organizations, programs, and policies of the Superior Court of California, County of San Francisco and the Fiscal Services Unit.
- General accounting theory, principles, and practices, and their application to a variety of accounting and fiscal management transactions and problems.
- Laws, rules, regulations, and policies affecting the financial operations and financial transactions of the Superior Court of California, County of San Francisco.
- Government budgeting and cost accounting.
- Fiscal and program auditing theory, principles, and techniques, and their application to government finance and court operations.
- Principles of account classification.
- Financial projection techniques.
- Budget development and control.
- Computerized financial management and accounting systems.
- Principles of supervision, training, work evaluation, and management.

#### **Ability to:**

- Assist with planning directing, coordinating, and managing the functions of the Superior Court of California, County of San Francisco Fiscal Services Unit.
- Perform a wide variety of complex accounting, auditing, and financial transaction work.
- Analyze and evaluate financial, program, and operational information, researching and gathering appropriate data to resolve problems.
- Provide supervision, training, and work evaluation for assigned staff.
- Develop and explain financial projections.
- Monitor and update fiscal, program, and operating records.
- Develop objective financial analyses and recommendations for Court management.

## FISCAL SYSTEMS AND SERVICES MANAGER - 4

Superior Court of California  
County of San Francisco

Class Code: 0274  
Date Established: 6/17/99  
Date Last Revised: 1/18/2017

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- Oversee the preparation and prepare a variety of financial and audit reports and statements.
- Organize and present ideas and recommendations both orally and in writing.
- Develop and monitor budgets.
- Organize statistical and narrative information in a clear, concise manner.
- Interpret State, Federal, and local laws, codes, and regulations regarding Court financial management responsibilities and functions.
- Assist with the development and utilization of computerized accounting and financial management systems.
- Effectively represent the Superior Court of California, County of San Francisco and the Fiscal Services Unit with the public, other Court staff, and other government agencies.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

### **Experience and Training:**

1. Possession of a baccalaureate degree from an accredited university or college with major coursework in accounting, finance, business administration or a related field. Such education must include at least 12 semester units in accounting. Units in computer science are highly desirable; AND

2. Eight (8) years of professional accounting or financial management experience with large, complex financial systems, preferably government, including analytical and problem solving work, performing difficult and responsible accounting and reporting tasks, preparing financial records and reports, and supervising staff; requiring three (3) years supervising a large unit of accountants, analysts, and support staff.

Substitution: An associate degree in accounting and an additional two (2) years of professional accounting experience in computerized governmental financial systems may substitute for the required education. No substitution may be made for the 12 semester units in accounting. A master's degree in accounting, business administration, computer science or closely related field may substitute for one (1) year of professional accounting experience. Essential duties require the following physical skills and work environment: ability to work in a standard office environment.

### **Special Requirements:**

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be*

**FISCAL SYSTEMS AND SERVICES MANAGER - 5**

**Superior Court of California  
County of San Francisco**

**Class Code: 0274  
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*modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.*