



**HOWARD COUNTY GOVERNMENT**  
invites applications for the position of:  
**Fiscal Manager II - Finance, Bureau of  
Accounting, Reporting and Grants**

An Equal Opportunity Employer

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**SALARY:**

\$35.52 - \$60.82 Hourly  
\$73,881.60 - \$126,503.52 Annually

**OPENING DATE:** 06/29/18

**CLOSING DATE:** 07/13/18 11:59 PM

**POSITION SUMMARY/CLASS DESCRIPTION:**

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Plans, directs and coordinates the work of the Bureau of Reporting within the Department of Finance to ensure that the bureau's work is completed in a timely and correct manner. Work also includes supervising the work of professional accountants engaged in operational and staff accounting assignments, resolving major program problems and developing, evaluating and approving accounting projects and procedures, as well as developing new methods of completing assignments by identifying and implementing regulated changes affecting assignments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following. Other duties may be assigned.

Manages the Divisions of Financial Reporting and Grants Accounting.

Coordinates and oversees the preparation of the Comprehensive Annual Financial Report. Assists the Controller in evaluating, planning, and implementing requirements for internal controls to safeguard county assets.

Assists the Controller in ensuring that the County's financial system is working properly.

Ensure that all reconciliations are performed timely.

Manages daily cash balances for all County funds.

Assist in communicating County's and Department's policies and procedures to staff and provides feedback to Department supervisors.

Interprets and complies with federal, state and local laws related to activities of the bureau of reporting.

Reviews, interprets, and evaluates new accounting standards.

Determines the effect of new standards on the financial statements and implements new standards as necessary.

Assists in planning, designing and training County employees on the proper use of the financial reporting system.

Tests and implements new releases of the financial reporting system.

Installs, modifies, documents, and coordinates implementation and maintenance of multiple accounting systems and accounting control procedures.

Oversees and evaluates Bureau of Reporting's statistics for Finance Department's annual yearbook.

Prepares bid documents for professional services and other procurements.

Prepares responses and identifies corrective action to be undertaken in response to internal and external audit findings.

Determines work procedures, prepares work schedules, and expedites workflow and oversees the training of staff in all aspects relative to their jobs.

Studies and standardizes procedures to improve efficiency of subordinates.

Supervises 8 professional accountants in the Bureau of Accounting. Of these 8 accountants, one is a supervisor who supervises a total of 3 employees in the Division of Grants Accounting. Also directly supervises four non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**MINIMUM REQUIRED EDUCATION/EXPERIENCE:**

Bachelor's Degree and five years of related experience; or equivalent combination of education and experience.

**PREFERRED EDUCATION/EXPERIENCE:**

Bachelor's Degree and five years of related experience; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

Certified Public Accountant or Certified Public Finance Officer

**LANGUAGE SKILLS, MATHEMATICAL SKILLS AND REASONING ABILITY:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond

to questions from groups of managers, clients, customers, and the general public.

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.howardcountymd.gov>

Job #18-00555  
FISCAL MANAGER II - FINANCE, BUREAU OF  
ACCOUNTING, REPORTING AND GRANTS  
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