



THIEF RIVER FALLS, MINNESOTA 56701

### **Fiscal Supervisor**

Pennington County is seeking candidates for the position of Fiscal Supervisor. This position is full-time and is responsible for overseeing and directing all accounting functions of the Human Services agency and assuring compliance with State guidelines, rules, statutes, and federal regulations.

Qualified applicants must possess a two-year degree in Accounting or related business field and 2+ years of experience in accounting or bookkeeping; Or a bachelor's degree in accounting or related business field with an accounting emphasis.

Pennington County offers an excellent benefit package, including health and life insurance and retirement pension. This position features a salary range of \$52,353-\$68,078.

Applicants must apply to and be determined eligible for employment by the Minnesota Merit System. Applicants may complete a Minnesota Merit System on-line application at; <http://agency.governmentjobs.com/mnmeritsystem/default.cfm>. The Minnesota Merit System will accept applications for this position until 12:00 p.m. on June 18<sup>th</sup>, 2019.

For additional information contact: Ken Yutrzenka, Human Services Director, PO Box 340, Thief River Falls, MN 56701, Telephone: (218) 681-2880 ext. 224, or email: [kcyutrzenka@co.pennington.mn.us](mailto:kcyutrzenka@co.pennington.mn.us)

***PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***

“Equal Opportunity Employer”

**POSITION DESCRIPTION  
PENNINGTON COUNTY**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Fiscal Supervisor	<b>Department:</b> Human Services
<b>Immediate Supervisor's Position Title:</b> Human Services Director	<b>FLSA Status:</b> Non-Exempt
<b>Job Summary:</b>  Under the direction of the Human Services Director, the Fiscal Supervisor is responsible for administering, performing, overseeing and supervising the operations, procedures, activities and staff engaged in accounting functions for the agency. The position serves on the department's management team and is responsible for supervising and directing all accounting functions; collaborating with the department's management team in formulating and preparing the agency budget; preparing financial statements and for preparing a variety of agency fiscal/statistical activity and summary reports required by other agencies; and overseeing the proper operation, maintenance and security of agency computers, applications, and data.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises, delegates, evaluates and monitors the work activities of accounting support personnel within the department.
  - a) Makes recommendations concerning the hiring, transfer, promotion or dismissal of staff.
  - b) Oversees, monitors and establishes work performance standards and conducts performance reviews.
  - c) Delegates, assigns and monitors work flow and work priorities to assure the smooth operation of accounting services.
  - d) Orients, instructs and/or approves of outside training for accounting support staff.
  - e) Monitors and approves unit employee timesheets.
- Administers, performs and/or oversees the accounting functions of the department including the fiscal and financial areas of:
  - a) Approval and payment of account payables.
  - b) Overseeing and monitoring agency cash flow (i.e. disbursements, purchases, revenues and reimbursements).
  - c) Coordination and assembly of the department payroll activities and coordination with the Auditor's and Treasurer's Office
  - d) Preparing and submitting claims for revenue streams and reimbursement for department services.
- Serves as a member on the agency's Administrative Team.
  - a) Discuss and provide for ongoing staff development and the assessment of training needs, training resources, planning and presentation of in-house training.
  - b) Plans and makes recommendations regarding budget needs and requirements.
  - c) Provides input concerning fiscal operations and conditions of the agency.
- Prepares and submits State and Federal financial reports in accordance with regulations and guidelines and to obtain funding and revenues for agency programs and activities.

- Collaborates with the Human Services Director and other agency managers in the planning, formulation and development of the agency budget. Forecasts revenue needs, cost trends, and grant applications. Provides the Board with levy proposals for costs not covered by State or Federal funding sources. Tracks and monitors grants to assure compliance with grant limits and funding levels.
- Troubleshoots agency computer hardware by working with staff or outside contractors to resolve issues and problems. Maintains and upgrades software needed or directed to by programmers, technicians or other IT personnel. Maintains the security of software systems, software licenses both locally and as a liaison of the State of MN.
- Coordinates the maintenance of the agency's fixed assets and inventory records. Maintains serial numbers, asset tags, dates of purchase, disposal methods, and depreciation schedules, when needed.
- Performs accounting functions and tasks needed for the filing of and maintenance of estate or other claims to recover overpayments made.
- Performs other duties of a comparable level or type, as required.
  - a) Keeps abreast of changing development, trends and technologies in areas of expertise and responsibilities.
  - b) Attends conferences, seminars, regional meetings and services on various professional organizations.
  - c) Assumes special projects at the direction of the Director of Human Services.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Accounting Technician	2
2	Accounting Clerk	0
<b>TOTAL</b>		<b>2</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Associate's Degree	
High school diploma or GED.		Major field of study or degree emphasis:	
1 year college	x	2 years college	Accounting, Business Administration or directly related area
3 years college		4 years college	
1st year graduate level			
2nd year graduate level			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of the fundamental principles, trends, practices and methods pertaining of office management, records retention, fiscal management and accounting.</li> <li>• Fundamental of management and supervisory principles and procedures.</li> <li>• Knowledge of state and county database computer systems and applications and general office productivity software and applications.</li> <li>• Fundamentals of fiscal analysis, cash flow analysis, budget preparation, grant application preparation and monitoring, audit control and procedures.</li> <li>• Knowledge of county administrative policies, rules and guidelines.</li> <li>• Knowledge of relevant local, state or federal laws, statutes, regulations or guidelines pertaining to the accounting, reporting and administrative requirements or services provided by the unit.</li> <li>• Knowledge of HIPPA/data privacy rules, laws and guidelines.</li> </ul>
<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of 2 years directly related accounting and office management experience. Additional post secondary education can substitute for experience on an equivalent basis			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a valid driver's in the State of MN.	



<p><b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b></p>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Establishing and maintaining effective working relationships with supervisors, agency personnel/staff, county representative, and outside agencies or vendors, and/or outside agencies.</li> <li>• Developed math skills.</li> <li>• Attention to detail, precision and accuracy in the performance of accounting operations.</li> <li>• Delegating, supervising, training, evaluating and monitoring the activities of accounting support personnel.</li> <li>• Monitoring, reviewing and addressing accounting procedures to assure reports and records are accurate and provided to management/funding agencies timely and accurately.</li> <li>• Planning, developing and implementing programs, procedures and/or strategies to assure compliance with accounting and program requirements, needs or accounting operational efficiencies.</li> <li>• Coordinating external audits and for implementing audit changes.</li> <li>• Preparing statistical and financial reports, statements, summaries, budget reports or other management/financial information required of the agency.</li> <li>• Researching, formulating and monitoring the budget, grants, contracts, expenditures and the formulation of budgets to provide support for other units within the agency.</li> <li>• Coordinating and implementing conversions, upgrades, and/or installation of database system patches, programs, and/or systems impacting accounting functions and data system maintenance activities within the agency.</li> <li>• Problem solving and interpreting rules, regulations, guidelines or administrative polices for accounting support personnel.</li> </ul>
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<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>This classification represents a supervisory classification within the agency. Position may be exposed to occasional disagreeable or unpleasant situations when dealing with the public or client or filling in for department staff. Duties are performed in a typical County and office setting and essential functions and duties involve minimal exposure environmental hazards and risks associated with the performance of the essential functions of the job.</p>
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<p><b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b></p>
<p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p><b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p>

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>		x		
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>			x	
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		x		
<b>up to 25 pounds</b>	x			
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**  
Prepared 9/2011 by BCC.

