



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FISCAL MANAGER

Job Number: 20001649

Job Code: 94150V230916

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Directs the overall administration of business affairs of an agency, region, facility, institution, and/or district of operations. Oversees revenues and expenditures to ensure operating within budget. Oversees the processing and preparing of financial documents and reports for accounting operations, personnel, and program budgets; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, business administration, public administration or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of professional accounting, business administration, public administration, or related experience.

Substitute EDUCATION for EXPERIENCE:

Graduate study in one of the above or related fields will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above or related fields will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the business affairs for a specific facility, institution, region and/or district. Supervises support staff to ensure they remain compliant and follow policy as it relates to submission of all financial documents/records and in preparing monthly financial records and other specialized monthly reports. Supervises program budget activity; prepares close-out letters, grant budgetary revisions and manages posting of electronic fund transfers. Supervises the financial administration of agency programs, providing technical expertise and historical information to facilitate the management of grants ensuring they are administered in compliance with federal guidelines. Prepares and maintains personnel payroll overtime documents. Audits all funds received and expended within assigned programs. Prepares monthly expenditure reports and submits reimbursements. Reconciles expenditures/revenues in the system. Determines program financial objectives and coordinates with the project directors to assure adherence to budgetary guidelines and pre-audit expenditures. Prepares and supervises accounts receivable and payable for program budgets. Provides estimated cost figures for budgetary purchases, overtime, allocations, federal caps, and remaining balances. Provides cost projections for alternative activities. Supervises the business operation of an agency, institution or facility. Supervises employees engaged in the preparation and maintenance of financial records, budgets, inventories, accounts receivable, accounts payable, and other specialized reports. Prepares and maintains personnel documents and records. Prepares financial records and reports. Prepares budget and supporting data. Advises management on fiscal and personnel matters. Administers fiscal and personnel policy and procedures.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform work in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.