

MANAGEMENT EXAMINER FISCAL, 1547

Summary of Duties : Conducts audits of fiscal operations and structures of City Departments; evaluates findings, prepares reports; makes recommendations and helps install fiscal changes intended to increase efficiency and reduce departmental costs; and does related work.

Distinguishing Features : As a member of a management audit team, the Management Examiner Fiscal participates in the administrative review of various departments and makes recommendations to improve service, increase efficiency and reduce operating costs of departments. The position is particularly responsible for auditing management accounting, purchasing, and other fiscal and related operations. In addition, the position is responsible for cooperating with other team specialists in developing a coordinated team effort to accomplish the audit objective.

Example of Duties : Develops plans and proposals for audits of department management accounting, budgetary and cost accounting, investments, operations reporting, equipment purchase, replacement and rental, and supply purchase and utilization, and various other fiscal operations; conducts audits of these operations to determine their effectiveness, efficiency, and economy; in the process of the audit, analyzes financial records and reports, interprets accounting procedures, assures the existence of adequate controls for fund expenditures and other financial operations, assures the existence of proper records and reports, reviews procedures for forecasting expenditures, analyzes investment returns, assures that adequate inventories and use controls are maintained for supplies and equipment, and extending accounting and other controls systems to meet new and changing requirements; exercises functional supervision over employees assigned to these audits, advises them on problems and procedural questions, and coordinates their work.

Confers with commissioners, City managers and other executive employees on fiscal, administrative, and operation matters; reviews, analyzes, and evaluates findings and develops corrective solutions to problem areas of proposed legislation, policy changes, and improvements in administration and management; prepares comprehensive reports of findings, conclusions, and recommendations, including reports for presentation to the Mayor and City Council; conducts meetings and conferences with department supervisors and executives concerning approved changes and solutions to problems; assists in the installation of these changes and the training of involved personnel and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of accounting and auditing theory and practice; a good knowledge of administrative principles,

practices, methods and techniques, with special reference to management reporting and administrative analysis and research; a good knowledge of fiscal management and control, with reference to both internal and external relationships; a good knowledge of the methods of examining, verifying, and analyzing financial records, statements, and reports; a good knowledge of the methods of evaluating budgetary, cost, and other types of accounting systems; a working knowledge of the uses of tabulating and electronic data processing equipment; a working knowledge of various types of office, field, and laboratory equipment and supplies; the ability to do independent research and to make sound administrative analyses and recommendations; the ability to plan, organize, administer, and coordinate a series of administrative research and management audit activities; the ability to analyze, devise, and implement management accounting and operating reports and systems; the ability to deal tactfully and effectively with City officers, officials and employees; the ability to prepare and present oral and written reports, recommendations, and advice concisely, logically, and convincingly; and may be occasionally assigned to other duties for training purposes or to meet technical changes or emergencies;

Graduation from a recognized four year college or university with a specialization in accounting, finance or business administration, and five years of full-time paid professional experience in accounting audits, or extended or management type audits is required for Management Examiner Fiscal.

One year of graduate study in accounting, finance, auditing, business or public administration may be substituted for one year of experience lacking up to a maximum of two years.

Licenses: A valid certified public accountant's license issued by the California State Board of Accountancy is required. A valid California driver's license and a good driving record maybe required.

Physical Requirements: Strength to perform lifting up to five pounds and occasionally over fifteen pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any individual position shall be.