



Office of the District Attorney Alameda County

Nancy E. O'Malley
District Attorney
Kevin E. Dunleavy
Chief Assistant District Attorney
alcoda.org

Financial Services Specialist I (#0213)

Bargaining Unit: ACMEA - General Mgmt (R15)
\$31.33-\$38.04 Hourly / \$2,506.40-\$3,043.20 Biweekly /
\$5,430.53-\$6,593.60 Monthly / \$65,166.40-\$79,123.20 Yearly

DESCRIPTION

Under direction, to provide professional-level financial services in areas of budget development and processing, contract negotiation and administration, financial planning and monitoring, financial accounting and reporting, and grants management to County departments and agencies; to conduct a variety of studies and inquiries and perform financial analytic and administrative work; and to do related work as required.

DISTINGUISHING FEATURES

The Financial Services Specialist I level will be expected to gain experience and demonstrate proficiency under the leadership of the Finance Director. There are opportunities to promote to Financial Services Specialist II level after the equivalent of one year full time service.

The position will involve, under direction of the Finance Director, the position will involve working with other County departments and with multiple budgets and funding sources and/or with extensive contracting with service providers or community-based organizations. In addition to the provision of financial services, responsibilities also include performing general administrative services work, planning and conducting analytical studies and overseeing support functions and staff.

Although the work is diverse, all positions are typically characterized by all of the following elements:

1. Independent decision-making.
2. Capacity to present clear oral and written reports to senior managers.
3. Knowledge of governmental financial processes and systems.
4. Ability to conduct financial analysis and formulate financial recommendations; and
5. Limited availability or nature of supervision.

This series is distinguished from the Administrative Specialist class series, which has primary responsibility for the provision of more general administrative services in such areas as personnel, purchasing, contracting, budgeting and departmental communications. It is further distinguished from Senior Financial Services Specialist, which is a skilled, technical specialist class with a primary role in financial strategic planning and policy development.

EXAMPLES OF DUTIES

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Makes revenue and expenditure projections for one or multiple budgets; compiles figures, prepares justifications and participates in the annual budget development process.
2. Prepares and reviews claims for reimbursement and cost reports prior to submission to funding agencies for completeness, accuracy and compliance with regulations, policies and procedures; monitor and reconciles received grant funds; contacts claim originators if questions or issues arise; makes required corrections so as to maximize legitimate reimbursable claims.
3. Acts as fiscal liaison between the department and the County with direct service providers and Community Based Organizations (CBO's); provides technical assistance to such individuals and groups to ensure that program guidelines are being fulfilled; and manages and negotiates CBO contracts.
4. Coordinates and facilitates the procurement process for goods and services for program and administrative staff and pertinent County departments, such as General Services Agency, County Counsel, County Administration Office and Auditor.
5. Administers or coordinates the administration of service provision, construction, personal service or consultant contracts; prepares contract documents; reviews requests for payment and ensures that contract provisions are met and that appropriate approvals are received.
8. Monitors departmental revenues and expenditures; reviews and approves invoices for payment; ensures proper allocation of expenditures to the appropriate fund and the availability of funds; reviews revenue and expenditure reports, prepares tracking and summary reports and transfers funds as required.
9. Plans and conducts fiscal, administrative or operational studies; determines information gathering processes; obtains required information for analysis; evaluates alternatives and makes recommendations; prepares reports and makes presentations.
10. Acts as liaison for the unit to which assigned with other County departments, representatives of other organizations, program participants, and the public; serves on a variety of committees and task forces.
11. Interprets and applies a variety of policies, rules and regulations; provides information which may require tact and judgment to employees and others.

12. Performs such general administrative tasks as drafting and modifying policies and procedures, preparing letters to the Board of Supervisors, Financial Recommendation and Budget Tracking form for the Board letter, assisting with personnel, purchasing and other functions and coordinating activities of the unit with those of other departments.
13. Plans, assigns, provides work direction to and reviews the work of others on a project or day-to-day basis.
14. Prepares a variety of correspondence, periodic and special reports, procedures and other written materials; may access varied data bases or use information from various sources to prepare such materials; uses computer software to develop and maintain databases and spreadsheets.
15. Maintains accurate records and files related to work performed.
16. Operates a variety of standard office equipment including a word processor and/or computer; may drive a County or personal vehicle to attend meetings.
17. Develops and manages contract process for RFPs, RFQs, IRFQs including all master documents, bid processes, meetings and board letters.
18. Provides routine review and analysis of budget expenses and projections to ensure the Department and/or Community Based Organizations are expending County funds according to approved budgets, included Budget Request System reviews and budget adjustments.
19. Develops the annual budget documents and presentation and prepares other required budgetary documents for the department.
20. Conducts internal and on-site audits of unit facilities and grants, as needed.

MINIMUM QUALIFICATIONS

Experience:

Equivalent to three years of full-time experience at a level of or higher than the class of Accounting Specialist I in the Alameda County classified service.

Completion of the Alameda County Management Academy "Management & Supervision Certificate Program" may substitute for six (6) months of the required qualifying experience.

Education:

Equivalent to graduation from an accredited four-year college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, accounting, economics, financial planning or a field related to the work. (Additional paraprofessional financial planning and support equivalent to the County's classification of Accounting Specialist I may be substituted for the education on a year-for-year basis.)

Experience:

Financial recordkeeping or technical support work in a fiscal or accounting area is desirable.

Licenses: Specified positions may require possession of a valid California driver's license.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Principles and practices of governmental budget development and administration.
- Principles and practices of contract and grant administration.
- Financial record-keeping and auditing practices.
- Practices and techniques of administrative analysis and report preparation.
- Applicable federal, state and local policies and regulations.
- Computer applications related to the work, such as word processing, data bases and spreadsheets.

Proficient in Microsoft Word, Excel, Access and Outlook.

- Office administrative practices and procedures, including records management and the operation of standard office equipment.

Ability to:

- Develop and administer multiple budgets.
- Monitor fiscal transactions and audit fiscal records and documentation.
- Plan and conduct administrative and operational studies.
- Interpret, explain and apply financial regulations, policies and procedures.
- Direct the work of others on a project or day-to-day basis.
- Prepare clear and accurate reports, correspondence, procedures and other written materials.
- Represent the department and the County in meetings with others.
- Organize and prioritize work and meet critical deadlines.
- Maintain accurate financial records and audit data.
- Exercise sound independent judgment within established policies and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Clearly and effectively communicate, both verbally and in writing; write contract documents, electronic mail,

and Board letters to the Board of Supervisors at a professional skill level.

- Communicate fluently using the English language to present and request information to/from internal and external customers effectively by phone or in person.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)

- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.

TO APPLY

Please send your completed District Attorney application, cover letter and resume by Friday, March 13, 2020 - 5:00 PM to:

Human Resource Department
dajobs@acgov.org.