



Office of the District Attorney Alameda County

Pamela Y. Price
District Attorney
alcoda.org

FINANCIAL SERVICES OFFICER

\$96,699.20 - \$129,355.20 yearly

Bargaining Unit: ACMEA

The Alameda County District Attorney's (DA) Office prosecutes criminal and specific civil cases on behalf of more than 1.5 million residents in Alameda County; our jurisdiction covers over 800 square miles, operating nine (9) offices throughout the county. The Office is staffed by approximately 500 employees each of whom is dedicated to ensuring justice is served on behalf of the residents of Alameda County.

POSITION DESCRIPTION

The Financial Services Officer: manages and oversees various financial service staff and functions at an agency or departmental level; serves in a consultative role to management in addressing and resolving financial, revenue, contract, grant and related administrative, programmatic and policy matters; facilitates the implementation of a wide variety of programs and projects; and other related work as required.

1. Oversees and directs through subordinate supervisory and professional staff all financial activities and services for the department or division to which assigned.
2. Serves in a consultative role to departmental management on financial and revenue issues and strategies; provides significant input into policy, operational and service delivery decisions; implements and facilitates policy and programmatic changes as required.
3. Represents the department and serves as liaison with other County departments and agencies in areas of mutual concern; serves as the principal representative with the State and other funding agencies; confers with representatives of governmental, business and community organizations and the public.
4. Supervises the work of professional and support staff, either directly or through subordinate supervision; plans, directs, reviews and evaluates the work of staff; provides for the training of staff in work procedures; recommends the selection of staff; recommends and implements discipline as required.
5. Oversees and participates in the planning and budget development processes for multiple funding sources and financial requirements; makes revenue and expenditure projections; administers expenditure, claims reimbursement and financial record-keeping processes.
6. Plans and conducts complex financial analyses and studies, including rate analyses; evaluates alternatives, prepares statistical and narrative reports and makes recommendations for action.
7. Coordinates financial auditing processes, whether conducted by County or funding source staff; provides information, evaluates results and recommends required policy or procedural changes.
8. Prepares or directs the preparation of grant requests and implementation documents after award; maintains records and submits reports to the funding agencies or organizations.
9. Administers or coordinates the administration of service provision, 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.

10. Monitors legislation or changes in regulations regarding departmental funding sources and financial activities; recommends modifications to activities and procedures as necessary.

11. Plans and conducts financial or operational studies; determines information gathering processes; obtains required information for analysis; evaluates alternatives and makes recommendations for technological and policy changes; prepares reports, and materials for the Board of Supervisors and makes presentations.

12. Interprets and applies a variety of policies, rules and regulations; provides information which may require tact and judgment to employees and others.

13. Prepares a variety of correspondence, narrative and statistical reports, procedures and other written materials; may access varied data bases or use information from various sources to prepare such materials.

MINIMUM QUALIFICATIONS

Either I

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

Or Either II

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.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Management principles and practices, including work planning, employee supervision and business management.
- Financial planning, rate setting and revenue enhancement principles and strategies.
- 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.
- Computer applications related to the work.
- General administrative principles, including personnel, purchasing and business management.
- Office administrative practices and procedures, including records management and operation of office equipment.

Ability to:

- Serve effectively as a member of a departmental management team.
- Manage a variety of financial functions, including budgeting and contracts and grants administration.
- Plan, supervise, review and evaluate the work of others, either directly or through subordinate supervision.
- Plan and conduct complex financial, revenue and strategic planning analyses.
- Provide sound technical advice on financial matters to departmental management.
- Conduct and coordinate financial audits.
- Monitor legislative and regulation changes and recommend operational and procedural changes as required.
- Interpret, explain and apply complex policies, regulations and procedures.
- 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.

- Exercise sound independent judgment within established policies and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

BENEFITS

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

- 12 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.)
- Childcare Resources
- 1st United Services Credit Union

HOW TO APPLY:

To be considered for the position, may you please send the following application items to Recruitment Unit at: DARecruiting@acgov.org

1. Please send a **Cover Letter** and **Resume**; and
2. Please complete the **DAO's Job Application**; and

The District Attorney's Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender, sexual orientation, or physical ability are encouraged to apply.