



Chief Financial Officer - Human Services Department (Financial and Administrative Officer)

SALARY: \$97,392.18 - \$131,535.67 Annually
OPENING DATE: 03/22/22
CLOSING DATE: Continuous



****THIS IS A CONTINUOUS OPENING. HOWEVER WELL QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY EARLY. THE FIRST REVIEW OF APPLICATIONS WILL BEGIN ON APRIL 5, 2022.****

WHY IT'S A GREAT OPPORTUNITY:

This is the leadership role you have built yourself up to your entire career:

If you want an opportunity to provide executive leadership in a truly meaningful role of a lifetime, you definitely want to read further. This is a rare opportunity to provide strategic financial direction in an innovative department that provides programs and services for Pierce County's most vulnerable residents. Your work will directly impact the livelihood of individuals, families, and communities in one of the most beautiful and fastest growing regions in the Pacific Northwest.

You are strongly encouraged to reach out to **Cassius Johnson** for any assistance or to discuss this incredible opportunity at:

cassius.johnson@piercecountywa.gov or 253-798-7245.

WHY IT'S A GREAT DEPARTMENT:

Pierce County Human Services is a welcoming team of professional staff committed to serving the most vulnerable citizens of Pierce County. We work hard but have fun together. We provide essential services in the areas of low-income homeowner and resident support like home repair, weatherization, and energy assistance, homelessness services; affordable housing; Veteran services; behavioral health services; Medicaid case management and other supports for seniors; preschool for low-income families; and employment and training supports for individuals with developmental disabilities. We have successfully transitioned to a hybrid work structure, where staff can reserve a drop-in office when they want to work in our building. otherwise, most of us work remotely for most of our work time.

POSITION SUMMARY:

HOW TO BE SUCCESSFUL IN THE ROLE:

In this role you will be replacing a seasoned leader who is retiring after 6 years with the County and 35 years in public service. It will be critical for this person to "hit the ground running" by supervising a team of professionals, continuing to oversee and manage our agency's budget of \$425M for the 2022-23 biennium, and advising department leadership on expenditures, grants, contracts, and various administrative topics. The ideal candidate will have strong experience with government accounting and budgeting; with extensive knowledge and experience with federal grant awards, grant monitoring, and close-out as required by funders. Clear written and communication skills; and advanced experience with Excel, other financial tools, and the Microsoft suite of services is a must. Experience in supporting and responding to subrecipient monitoring and programmatic and financial audits is essential.

YOUR FUTURE IN THE ROLE:

The Pierce County Human Services department's financial portfolio is extremely complicated and the incumbent in this position will be required to manage the department's finances closely on a daily basis. We are almost entirely funded by federal, state, and other grant dollars that come with extensive reporting and accounting requirements. We distribute a substantial portion of our budget through competitively awarded contracts to local service providers, which requires robust and aligned monitoring and billing systems. As the "owner" of these systems, the incumbent in this position is CRITICAL to our agency's success!

CORE RESPONSIBILITIES:

- Administer and supervise activities of the Financial and Administration Services Division.
- Plan and administer the department budgets.
- Exercise proper financial control over budgetary expenditures as well as responsibility for appropriateness of expenditures.
- Manage all business functions of the department including accounts payable, accounts receivable, cash handling, purchasing, IT, HR, payroll, and audits.
- Supervise and coordinate the preparation and publication of the department's annual budget and related documents.
- Provides technical assistance and advice to management on a variety of budgetary procedures.
- Analyze and review the department's budget request to comply with County regulations and instructions.
- Manage the fiscal oversight of provider agencies.
- Develop, review, and recommend modifications to division structure, tasks, and functions to ensure that responsibility, authority, and accountability of work is clearly defined, documented, and communicated.
- Establish and implement financial-related policies and procedures.
- Lead the development and monitoring of the department's fiscal practices for short and long range financial planning.
- Ensure sound applications to federal and state grant agencies; administer on-going grants.
- Ensure complete close-out of completed grants as required by funder, County regulations, and sound fiscal practice.
- Provide effective leadership and direction in the administration of the division's operation and determine work procedures, prepare work schedule, and determine methods for expediting workflow.
- Monitor projects and programs to ensure that budgets and schedules are met; control budgets through frequent review and analyze.
- Administer and review projections for fund balance cash flow needs and decisions.
- Oversee high level reviews with department program managers, Director, and Deputy Director on the status of budgets routinely.

CORE COMPETENCIES:

Knowledge of:

- Governmental budgeting and accounting principles and practices.
- Fiscal management, administrative procedures and relevant laws and regulatory agency requirements including federal, state, and local laws, rules, and regulations with regard to budgeting.
- Governmental organization rules, regulations, principles, theories, and concepts.
- General understanding of grants management and techniques.
- Considerable knowledge of the Washington State Budgeting, Accounting, and Reporting System (BARS).
- Principles and practices of public administration, organization, personnel management, office administration, and current supervisory practices.
- Asset management methods including knowledge of software options.
- Methods and procedures involved in budget preparation, justification, and control.
- Governmental budgeting and accounting principles and practices. Methods and techniques involved in the preparation and execution of a large, complex multi-program and multi-grant budget.
- Contract and monitoring policies and procedures.

Skill in:

- Working with a variety of individuals from diverse backgrounds.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and in effective problem-solving.
- Grants management and design of accounting systems.
- Understanding of contracts and monitoring compliance.

Ability to:

- Develop and implement administrative procedures and evaluate their effectiveness and efficiency and provide strategic direction to the fiscal operation of the Department.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Make critical decisions involving large, complex technical or financial transactions.
- Direct, administer, manage, supervise, and coordinate the activities of multiple administrative support service areas.
- Analyze complex operations, fiscal, and statistical data and to supervise and train others in governmental budgeting.
- Establish and maintain effective working relationships with staff, other division managers, department heads, County officials, and contractors.
- Exercise sound independent judgment in the application and interpretation of departmental policies and procedures.
- Understand trends and development of grants management.
- Lead the preparation of grant budgets, and capital facilities and project budgets.*

Recruiting Requirements:

Bachelor's degree in accounting, public administration, business administration or a closely related field; and six or more years of progressively responsible work experience in monitoring and developing large complex budgets with multiple funds. Must have two years supervisory experience. Additional education and experience which clearly indicates the ability to perform the essential functions of the classification may substitute on a year for year basis. **Preferred Qualifications:** A Master's in business or public administration and/or CPA license is desirable. **Special Requirements/Qualifications:** Valid Washington State Driver's License, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.