



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**CHIEF OF FISCAL OPERATIONS**  
HUMAN SERVICES



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## GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the oversight and management of the Fiscal Operations Division Reports to the Director of Human Services.

## ESSENTIAL JOB FUNCTIONS

Plans, develops and recommends priorities, goals and long range objectives pertaining to the management and direction of the Fiscal Operation unit; establishes and implements management systems and ensures the completion of assigned financial and accounting goals and objectives.

Oversees the development and implementation of departmental accounting, financial controls and operating protocols, including the implementation of mandated and/or relevant Federal, State, and Local Government guidelines.

Responsible for the effective supervision and administration of the Fiscal and Business Operations unit to include budgeting, purchasing, regulatory reporting, grant management, staff organization and development, performance management, employee relations and related activities. Provides direct supervision to the Fiscal and Business Operations Unit managers.

Directs and participates in the planning, organization, and preparation of the Department's annual General Fund Expenditure/Revenue and budget proposals in collaboration with the City's Budget department.

Provides financial and business operations policy guidance and recommendations on specific issues and programs; streamlines financial operations and researches opportunities to expand existing programs by identifying efficiencies and additional sources of revenue; develops corrective action plans as needed. Analyzes State and Local financial policies and procedures; initiates and implements strategies to maximize departmental revenue for the City.

Participates on departmental management and project teams as assigned to assist with policy development and implementation, strategic planning, research, studies and special projects; responds to inquiries related to departmental accounting activities and policies. Serves as a liaison to federal, state and local agencies, state communities, professional boards, task force groups, and City departments.

Evaluates the unit resource needs and recommends changes to allocated staff positions and unit organizational structure to support the Department's operational needs. Performs research; prepares

analysis, recommendations, and reports for the Department Director as requested. Facilitates cross training for staff to ensure effective inter-department communication and cohesion. Observes and coaches staff regularly to ensure policies and workflow protocols are executed correctly.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Accounting - Comprehensive knowledge of generally accepted accounting principles and governmental accounting standards of the Governmental Accounting Standards Board ( GASB) to include fund accounting, financial computations, statistical and financial analysis and forecasting techniques. Knowledge of budgeting principles and practices and multi-faceted accounting application systems.
- Human Services - Knowledge of human services principles and practices including federal, state, and local regulations affecting human service programs. Knowledge of programs, social economic trends and behaviors that impact the delivery of human services.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Strategic Planning - Knowledge of strategic planning principles and theories to ensure a path to achieve defined goals and objectives, as well as implementing plans to accomplish desired outcomes.

## **REQUIRED SKILLS**

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Judgment/Decision Making - Evaluates the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

## **REQUIRED ABILITIES**

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.

- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.
- Accounting and Budgeting – Ability to perform arithmetic, algebraic, and statistical computations. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

## **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Accounting, Business Administration, Finance or a related field and 5-7 years of progressively responsible financial management and supervisory experience or an equivalent combination of education and experience. A Master's Degree/CPA designation is preferred.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.