



CITY OF ALEXANDRIA
 HUMAN RESOURCES DEPARTMENT
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Fiscal Officer III

Department of Emergency Communications

JOB NUMBER: 2023-00327

SALARY: \$80,766.14 - \$142,132.64 Annually

OPENING DATE: 03/01/23

CLOSING DATE: 03/29/23 11:59 PM

THE POSITION:



Fiscal Officer III

The City of Alexandria is in northern Virginia and is bordered by the District of Columbia (Potomac River), Arlington, and Fairfax counties. With a population of approximately 150,000 and a land area of 15.75 square miles, Alexandria is the seventh largest city in the Commonwealth of Virginia. Alexandria has a charming waterfront and is a unique and historic place to live and work. About one-quarter of the City's square miles have been designated as a national or local historic district. We proudly embrace our rich history and seize endless opportunities. If you are interested in working for the vibrant City of Alexandria, we invite qualified candidates to apply for the **Fiscal Officer III** position.

An Overview

The Fiscal Officer III manages Departmental programs. Employees in this class monitor progress made toward achieving program objectives and goals, evaluate work progress and accomplishment, and make appropriate program adjustments. The incumbent serves as assistant to a director for all administrative and financial matters, often with authority to represent and act for the Director. The work includes planning, organizing, and directing the preparation of operating and capital improvement budgets, providing analyses on which to base financial and funding-related policy decisions, directing the acquisition of real property, and directing the development, implementation, and maintenance of fiscal and operating reporting systems. The work is performed under the administrative direction of the Assistant Director of Administration and is reviewed through conferences, reports, and evaluations of results achieved.

What You Should Bring

The ideal candidate should have comprehensive knowledge of the principles and practices of

public administration; thorough knowledge of the concepts and methods of program and fiscal analysis and financial management, public budgeting and grant administration; skill in developing, monitoring and managing large budgets; demonstrated leadership skills; ability to manage multiple and competing priorities; ability to meet deadlines and produce reliably under severe time constraints; ability to actively plan and organize various projects; ability to interpret regulations, and to explain objectives and procedures; ability to persuade others and negotiate issues to obtain desired results; ability to establish and maintain effective working relationships with representatives of other agencies, co-workers, and with vendors/contractors; ability to analyze, interpret, and report research findings; ability to supervise the work of others; ability to perform the tasks of the position independently; and the ability to communicate clearly and effectively, both verbally and in writing.

The Opportunity

- Manages all budget, fiscal, procurement, billing, grant, revenue, travel, reconciliation, and audit activities of the Department.
- Oversees/supervises the preparation of operating and capital improvement budgets, supplemental requests, budget revisions, and budget justifications.
- Prepares annual budget for the Department with full authority and analyzes variances and is accountable for results.
- Implements and manages quarterly forecasting of expenditures and revenues to determine the overall impact on the general fund for City budget planning.
- Signs under own authority budget transfers, budget changes, and submits ordinances through City Manager's Office to the governing body.
- Oversees all client expenditures and systems to track those expenditures, sets policy and procedure for the system, and implements changes as needed.
- Directs and oversees purchasing card activity, payment processing, and deposits. Ensures compliance with all requirements and best practices. Oversees staff performing these functions.
- Signs under the authority of the Department Director payment vouchers and expenditure transfers.
- Directs and oversees grant reimbursement processes and accurate accounting and financial reporting for grants and oversees high-level financial staff performing these functions.
- Acts as liaison for all auditors and grant reviewers.
- Interprets and applies OMB Circular A-87 for indirect vs. direct costs and is responsible for pursuing reimbursement. Maintains full accountability for results.
- Identifies available grant opportunities, reviews draft submissions, ensures timely submittals, and once awarded ensures conformance with grant requirements.
- Develops procurement specifications and executes contracts to obtain computer and office equipment and operational fleet inventory.
- Oversees all financial and reporting communication with state grant agencies and federal grant agencies and is the point of contact for high-level grantors.
- Prepares financial analyses for developing and monitoring the department's budget and provides Department Director with recommendations on which to base policy and funding decisions.
- Directs and oversees personnel database, and financial database to include the employee reimbursement interface.
- Oversees payroll processing and interpretation of federal and administrative regulations governing payroll and IRS reporting.
- Interprets and sets procedures and directions.
- Performs related work as required.

About the Department

The Department of Emergency and Customer Communications (DECC) ensures the effective delivery of routine and emergency calls for service to the City of Alexandria public safety departments. Our highly trained staff of professionals always strives to provide the best service possible to the public. Our employees are the most dedicated you will find anywhere, going above and beyond the call of duty to serve. Alexandria's 9-1-1 center is accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). Alexandria's 9-1-1 center is one of

only eight in Virginia, to hold such accreditation. If you would like to review more about our department, please click the following link [Emergency and Customer Communications](#).

MINIMUM & ADDITIONAL REQUIREMENTS:

Bachelor's Degree in business or public administration, public policy, government finance/accounting, financial management; at least five (5) years of experience as a senior budget or financial analyst; or an equivalent combination of education, training and experience.

PREFERRED QUALIFICATIONS:

Master's Degree in public administration, government finance, public policy, or related field; five to seven years as senior financial or budget analyst; supervisory experience; team leadership experience; advanced Excel and PowerPoint skills, working knowledge of Tyler/Munis financial/HRIS/budget software package; experience in public speaking, teaching and/or leading large groups; ability to design and complete complex projects independently.

NOTES:

This is a standard exempt full-time position; however, work hours may at times include weeknights and weekends.

This position requires the successful completion of pre-employment background checks including but not limited to drug testing, fingerprinting and criminal background.

This job posting will close on the date listed above or once 100 applications are received, whichever comes first.

JM

An Equal Opportunity Employer

Fiscal Officer III Supplemental Questionnaire

- * 1. I understand that failure to complete the "Education" and "Work Experience" sections thoroughly and accurately on my application and the "Supplement Questionnaire" will result in my application being rejected.
 Yes No
- * 2. Do you have a bachelor's degree in business or public administration, finance/accounting, financial management?
 Yes No
- * 3. Please indicate how many years of experience you have as a senior budget or policy analyst.
 8 or more years
 7 to 6 years or less
 5 to 4 years or less
- * 4. Do you have a master's degree in public administration, government finance, public policy or a related field?
 Yes No

- * 5. The preferred candidate will have experience in public speaking, teaching and/or leading large groups. Do you meet this preferred qualification?
 Yes No

 - * 6. If yes, briefly describe your experience in public speaking, teaching and/or leading large groups.

 - * 7. Do you have experience with writing budget proposals, conducting budget analysis, and preparing and presenting budget recommendations?
 Yes No

 - * 8. Please explain how and where you gained the experience referenced in question 7. If you do not have this experience, please answer N/A.

 - * 9. Please indicate the number of years of experience serving in a supervisory role.
 8 or more years
 7 to 6 years or less
 5 to 4 years or less

 - * 10. Please indicate your level of proficiency using Microsoft Excel.
 Beginner (Data entry, basic formulas, simple charts, etc.)
 Intermediate (Lookup functions, Pivot tables, SUMFIS, etc.)
 Advanced (VBA/Macros, Power Pivot, Scenarios, etc.)
 No experience

 - * 11. Please indicate your level of proficiency using Microsoft PowerPoint.
 Beginner (Create, run, and print simple presentations, etc.)
 Intermediate (Work with graphics, animation and multimedia, inserting sounds, etc.)
 Advanced (Build interactive presentations, using hyperlinks, creating interactive objects, etc.)
 No experience
- * Required Question