




MEMORANDUM

TO: ALL STAFF

FROM: TERRY W. BEACH 
EXECUTIVE DIRECTOR

SUBJECT: VACANCY ANNOUNCEMENT

DATE: August 7, 2018

Resumes are being accepted for the following position
within Administration

Fiscal Manager

Please review the content of the position carefully to determine whether you meet the qualifications. If you meet the qualifications stated in the attached job description and desire to apply for a position, you should submit your resume with a cover letter to:

Terry W. Beach, Executive Director St. Clair County Intergovernmental Grants Department, 19 Public Square, Belleville, Illinois 62220.

Resumes will be accepted until close of business August 14, 2018. Resumes will not be accepted after the closing date.

Thank you for your interest in employment with the
St. Clair County Intergovernmental Grants Department.

ST. CLAIR COUNTY INTERGOVERNMENTAL GRANTS
DEPARTMENT

POSITION DESCRIPTION

POSITION TITLE: FISCAL MANAGER	Date Written: Sept. 2009
CLASS TYPE: Manager	
REPORTS TO: Director	TYPE OF SUPERVISION: Administrative Direction
PROBATIONARY LEVEL:	ENTRY LEVEL: Open

PRINCIPAL DUTIES:

1. Review and approve accounts payable.
2. Generate checks to clearing accounts.
3. Maintain petty cash fund.
4. Prepare and implement cost allocation plan.
5. Prepare and/or approve grant budgets and modifications.
6. Prepare grant close-outs and reports to funding agencies.
7. Liaison with outside auditors and grant monitors.
8. Liaison with banking institutions.
9. Review bank reconciliations, trial balances, expense and payroll details.
10. Maintain and update accounting procedures manual.
11. Ensure compliance with federal/state regulations and grantors guidelines.
12. Review cash draw downs and monitor agency cash flow.
13. Supervise fiscal staff.
14. Prepare journal entries as necessary to record transactions to the data processing system.
15. Maintain current understanding of G.A.A.P. AND G.A.G.A.S. as well as regulations unique to each grant.

16. Work with program coordinators and account to ensure effective program operation and assure proper expenditure of grant funds.
17. Review program budgets, variances and cost allocation on a monthly basis.
18. Monitor all IGD managed grants.
19. Perform other fiscal duties as assigned.

COMPLEXITY OF THE JOB:

This is a complex position in that it requires detailed, current knowledge of accounting principles and procedures, data processing systems, Federal/State regulations. Requires an understanding of State regulations and financial management theory.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Detailed knowledge of accounting, financial management, and data processing systems. In-depth knowledge of G.A.A.P. and their implementation.
2. Ability and willingness to effectively communicate, in both oral and written form, with a wide variety of individuals.
3. Ability to perform all physical functions and activities essential to position including but not limited to daily attendance; travel as required; sitting for long periods; use of computer keyboard and monitor; and lifting files.

EDUCATION AND EXPERIENCE:

1. EDUCATION

Bachelor of Science degree in Accounting from an accredited college or university, CPA certificate, M.B.A. preferred.

3. EXPERIENCE

Minimum of five years professional accounting experience, preferably in public accounting, government or industry.