CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

FISCAL OPERATIONS MANAGER

The City of San Antonio is recruiting for a Fiscal Operations Manager, under administrative direction, is responsible for managing, directing, and coordinating financial, accounting, and related administrative functions for the department. Will exercise technical supervision over the professional and technical staff.

Essential job functions include, but are not limited to the following: Administers and manages the Police Accounting, Payroll and Personnel Office; designated liaison to the Finance department, Information Technology Services department, Legal department, Budget department, Human Resources department and Purchasing department on administrative and technical issues related to accounting, payroll and personnel; assists in the administration and management of the Police department budget; reviews and develops accounting procedures and systems; monitors purchase requisitions and request for payments to insure they are accurate and processed in a timely manor and provide assistance in resolving problems with payments; responsible for the monitoring and payment of all Police employees and providing assistance in resolving payroll problems; develops departmental policies and procedures which affect budget, accounting, and other financial transactions; directs the development of control procedures based on audit reports; responsible for maintaining the Police 201 file for active and retired employees; responsible for providing testimony as required, under subpoena, in various Courts of Law regarding payroll and personnel data and policies; monitors police petty cash fund to insure compliance with accounting procedures and City policies; performs special projects assigned by the Commander of Resources Management Division and/or Chief of Police; performs related duties and fulfills responsibilities as required.

This position requires that the successful candidate possess a Bachelor's Degree from an accredited college or university with preferable coursework in Accounting, Finance, or directly related field; five years of increasingly responsible experience in fiscal management, including three years in government finance and three years of management or supervisory experience; a valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background, and credential verification.

Salary ranges from $46,332 to $69,504, depending on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Apply with cover letter, resume (detailing work and education history, including dates for work assignments: and three to five work referencs with contact information to: City of San Antonio Human Resources Department, Attention: Erica Granado, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio.

For additional information contact Erica Granado at (210) 207-7119.