



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0440

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**REGIONAL HUMAN SERVICE CENTER FISCAL MANAGER**  
**DEPARTMENT OF HUMAN SERVICES**

GRADE N

**SCOPE OF WORK:**

Work involves serving as the chief fiscal officer for the Regional Human Service Center (HSC) performing activities relating to the management of fiscal and administrative support service functions. Individuals assigned to this class report directly to the Regional Human Service Center Director.

**DUTIES PERFORMED:**

- Manage fiscal services including budgeting, reporting, cash management, client and insurance/third-party billing, collections, and contracting for a multi-million dollar operation.
- Serve as principal financial advisor to the Human Service Center Director and all regional program administrators.
- Provide cash flow analysis; monitor current levels and project program expenditures and funding to determine future budget and program planning needs.
- Oversee the rate setting process that establishes rates for services provided; gather and compile historical, fiscal, and statistical data as it relates to expenditures and service units provided by staff.
- Plan, prepare, and implement budget in consultation with program administrators, HSC Director, and Central Office staff; monitor program expenditures and funding sources to advise HSC Director and program administrators of potential problems and recommend possible solutions.
- Assist HSC Director in presenting budgets to the HSC management team, Central Office staff, DHS Executive Office, Office of Management and Budget (OMB), and the legislature; respond to fiscal requests and inquiries.
- Develop and implement plans to manage expenditures and revenues to operate within budget guidelines.
- Track and monitor numerous state, federal, and special funding sources; ensure the funds are properly accounted for, charged to appropriate funding sources, and in compliance with grant requirements.
- Oversee the billing and collection for service functions provided under numerous provider contracts and center employees.
- Monitor and authorize disbursement documents such as purchase requisitions, purchase orders, vendor payments, and travel vouchers.
- Manage the procurement and disbursement of supplies and equipment.

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- Participate in researching, developing, implementing, evaluating, and managing HSC administrative policies, procedures, goals, objectives, and strategic plan.
  - Participate as a member of the HSC management team in program management, planning, and implementation.
  - Initiate contracts with service providers including the Request For Proposal (RFP) process, contract negotiation, and monitoring.
  - Manage the activities of the business and service operations of the HSC including facilities, fleet, risk, and personnel management and information technology.
  - Provide supervision of staff involved with fiscal, business, and administrative support functions of the HSC including hiring, monitoring, evaluating, and training.
  - Prepare reports, data, and spreadsheets using a variety of computer software.
  - May act as HSC Director in his/her absence.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

#### MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in accounting and four years of fiscal management work experience. Or a bachelor's degree in business administration or management-related field and five years of fiscal management work experience.

Eff. Date: 9/00

Rev: 7/12 – Conversion to Hay System

Rev: 10/14 – Revised minimum qualifications