

Jurisdictional Class: Competitive
Adopted: July 8, 2021

FISCAL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, implementing, and monitoring accounting and fiscal management functions in a department or agency. The incumbent in this position analyzes and monitors program funds, grants, and expenditures; maintains accounting systems; furnishes periodic financial reports; completes the payroll and other related personnel reports; and may oversee account keeping activities completed by contract agencies. The work is performed under general supervision with leeway allowed for the exercise of independent judgement in carrying out details of the work. The incumbent may supervise the work of subordinate employees engaged in account keeping and fiscal activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Ensures the proper application and use of County accounting systems and procedures to provide complete and accurate accounting for the agency's financial transactions;
Prepares financial reports required by State laws and local rules detailing claims and expenditures;
Performs cost and budget analyses, financial forecasting feasibility studies, and other accounting tasks to aid in program efficiency and effectiveness;
Assists with and monitors the annual budget, as required;
Maintains ledger and journal accounts and balances and reconciles bank statements and accounts;
Prepares periodic fiscal and statistical statements and reports for agency use, or submission to State and Federal agencies;
Assists with the preparation of service contracts by collecting and preparing statistical reports;
Assists with the preparation of the program's annual operating budget and application for grants by compiling and analyzing financial data;
Advises and consults higher level administrators and other staff on current fiscal reporting requirements and control of expenditures;
Coordinates purchases for the department, verifies funds are available from appropriate accounts, prepares requisitions, and maintains list of qualified suppliers;
Uses personal computer to make financial inquiries, maintain records, and make financial analyses;
Cooperates with other agencies, independent auditors, and members of the public as required;
May direct and supervise subordinate staff engaged in a variety of account keeping and fiscal activities;
May coordinate the maintenance of and prepare agency financial, payroll, personnel, and attendance records;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and terminology of accounting;
Good knowledge of financial administration including budgeting, purchasing, and reporting;
Good knowledge of modern office terminology, procedures, equipment;
Ability to develop and maintain accounting systems;
Ability to prepare and analyze complex financial records, reports, and statements;
Ability to communicate effectively both orally and in writing;
Ability to operate a personal computer and utilize common office software programs;
Ability to perform close, detailed work involving considerable visual effort and concentration;
Ability to establish and maintain working relationships with others;

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Accounting, Finance, Business or Public Administration, Economics, or related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Finance, Business Administration, or related field and two (2) years of work experience which shall have included accounting or auditing experience and the preparation of budget and financial reports; or
- (c) Graduation from high school or a high school equivalency diploma and four (4) years of work experience as defined in (b); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.