

## ASSISTANT FISCAL MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class has responsibility for the performance of a variety of professional accounting and related fiscal management activities. The work is performed under the general supervision of the Fiscal Manager in accordance with established accounting and auditing policies and procedures. Incumbents appointed to this class may be in charge of one or more segments of the County's Fiscal Management Program, and in addition they may be involved in auditing accounts of sub-grantees for compliance with applicable laws, rules and regulations. Supervision is exercised over the work of a small number of subordinate employees engaged in account-keeping activities. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Reviews appropriation accounts and reconciles the general ledger;

Prepares financial reports for submission to the United States Department of Labor;

Supervises subordinate staff engaged in a variety of financial operations;

Assists in the formulation of fiscal and accounting policies and procedures;

Assists in the preparation of the annual budget;

Assists in the performance of cost analyses to aide in program effectiveness and efficiency;

Audits program agents and sub-contract accounts to ensure proper expenditure control of funds;

Prepares and analyzes periodic fiscal and statistical records and reports;

Meets with various municipal officials to explain the Department's accounting and auditing practices;

May prepare detailed audit reports containing findings and recommendations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of methods used in keeping financial accounts and records; good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices; good knowledge of double entry bookkeeping; working knowledge of modern fiscal terminology, practices and procedures; working knowledge of the principles and practices of supervision; ability to acquire a working knowledge of agency affairs related to fiscal management; ability to prepare complete and accurate financial statements and reports; ability to get along well with others; physical condition commensurate whit the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics, or other related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities, including or supplemented by six (6) semester credit hours in accounting; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration, Economics, or other related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities, including or supplemented by six (6) semester credit hours in accounting and two (2) years of full-time paid post-degree accounting or auditing experience which must have been in maintaining or auditing double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- C. An equivalent combination of training and experience as defined by A and B above.

ULSTER COUNTY  
0390 AST FIS MG  
Classification: Competitive  
Grade: 13  
Union: CSEA

Adopted: November 26, 1979  
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