

FISCAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class oversees, coordinates and has charge of the accounting and fiscal management functions of a large county agency, municipality or school district. The duties involve responsibility for the performance of moderately complex professional accounting and related fiscal administrative tasks in development, examination, review or analysis activities related to fiscal management of agency funds and expenditures. The work is performed under administrative direction of the director of the agency or other high level agency administrator. The work entails responsibility for independently maintaining all agency accounts in proper balance and for furnishing periodic financial statements. In addition, depending on whether agency subcontracts portions of the program, the position may involve auditing accounts of sub grantees for compliance with applicable laws, rules and regulations. Supervision is exercised over the work of subordinate employees engaging in account keeping and financial administrative duties. 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.

Devises and oversees accounting and auditing systems and procedures to provide complete and accurate records of agency financial transactions;

Contacts various Federal, State and local representatives regarding agency funding and fiscal affairs;

Supervises subordinate staff engaged in a variety of financial operations;

Studies economic trends and advises agency staff regarding related fiscal planning and cost analyses;

Advises agency employees and sub-contractors of current fiscal requirements and reporting;

Keeps ledgers and journal accounts, takes trial balances and reconciles bank statements and accounts;

Oversees and coordinates the agency payroll functions for staff and/ or clients;

Performs cost analyses to aide in program effectiveness and efficiency;

Implements and oversees accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;

May audit program agent and sub-contract accounts to ensure proper expenditure control of funds;

Prepares related reports and records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices; thorough knowledge of methods used in keeping financial accounts and records; good knowledge of modern fiscal terminology, practices and procedures; good knowledge of the principles and practices of supervision; working knowledge of agency affairs related to fiscal management; ability to prepare complete and accurate financial statements and reports; ability to plan and supervise the work of others; ability to get along well with others.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree in Accounting, Business Administration, Economics, or other directly 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 paid post degree accounting or auditing experience which must have involved the use of double entry books including the general ledger or other governmental agency books involving appropriation accounting and the preparation of budget and financial reports; **OR**
- B. Possession of an Associate's Degree in Accounting, Business Administration, Economics, or other directly 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 four (4) years of paid post-degree experience as described in A above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of accounting or auditing experience which must have involved the use of double entry books including the general ledger or other governmental agency books involving appropriation accounting and the preparation of budget and financial reports; **OR**
- D. An equivalent combination of training and experience as defined by A, B, or C above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
3180 FISCAL MGR
Classification: Competitive
Grade: 17
Union: CSEA

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Original Spec has stamp on it that reads, "Approved by New York State Department of Social Services", "Reviewer (handwritten in script) Gary Martinus", "Date (handwritten) 10/24/91" "County (handwritten in script) Ulster."

Original Spec has stamp on it that reads, "October 22, 1991, Administrative Information Unit OHRM."