

## SHERIFF'S FISCAL ASSISTANT II

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility for the performing various accounting and auditing duties, to further the overall work and organization of the Ulster County Sheriff's Department and the Jail. This position is distinguished from that of Sheriff's Fiscal Assistant I by virtue of the level of fiscal procedures, rules, regulations and policies of a working law enforcement agency. This class differs from that of Sheriff's Fiscal Assistant I in that Sheriff's Fiscal Assistant II has greater responsibility. Work is performed under the general supervision of the Sheriff and their administration, with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of all clerical personnel. 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.

Conducts financial audits and reviews financial operations of the Ulster County Sheriff's Department and Jail, identifies problem areas and makes specific suggestions to improve fiscal procedures and controls;

May conduct operational audits of the Ulster County Sheriff's Department and Jail, identifies areas where operation procedures and policies could be made more efficient and makes specific suggestions to implement improvements;

Monitors claims and accounts receivable, may contact funding source on overdue claims or accounts;

May supervise subordinate staff engaged in a variety of account clerical duties;

May help prepare annual budget;

Monitors expenditures against the operating budget, identifies problems and reports on same;

May conduct cost studies to substantiate adjustment to agency charges;

May act as agency liaison with the Ulster County financial system;

Gathers data for the preparation of the annual operating budget and related analysis;

May prepare State and Federal Aid Claims;

Prepares detailed financial reports and statements;

May prepare detailed operational audit reports containing findings and recommendations;

May instruct staff in accounting principles and procedures.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern governmental accounting procedures and practices; working knowledge of laws, rules and regulations affecting the operation of an office of county government; working knowledge of appropriation budgeting procedures and practices; ability to acquire a working knowledge of the principles and practices of supervision; ability to prepare financial statements and a variety of complex financial reports; ability to communicate and deal effectively with others; accuracy; thoroughness; dependability; honesty; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a bachelors degree from a regionally accredited or New York State registered college or university which includes or is supplemented by eighteen (18) semester credit hours in accounting; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an associates degree which includes or is supplemented by eighteen (18) semester credit hours in accounting and two (2) years of full-time paid, or its' part-time equivalent accounting or fiscal office experience.
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid, or its' part-time equivalent accounting or fiscal office experience.

ULSTER COUNTY  
6786 SH FA II  
Classification: Competitive  
Grade: 13  
Union: UCSEA

Adopted: September 24, 2010  
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