

SHERIFF'S FISCAL ASSISTANT III

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for reviewing, analyzing and performing accounting duties and administrative support tasks, to further the overall work and organization of the Ulster County Sheriff's Department and the Jail. This work relieves the staff of financial budgetary details and assisting in the day-to-day operations of the Sheriff's office. This position is distinguished from that of Sheriff's Assistant II by virtue of the level of fiscal management procedures, rules, regulations and policies of a working law enforcement agency. 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 and accounting 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.

Prepares and compiles annual financial budgets for all divisions within the Ulster County Sheriff's Department;

Updates and analyzes Ulster County Sheriff's Department's budget daily;

Insures that all revenues and expenditures are charged to the correct division within the Ulster County Sheriff's Department;

Prepares and verifies monthly budget reports to insure accuracy in all areas and points out any discrepancies;

Prepares transfers, resolutions, contracts, requisitions, purchase orders, etc. as necessary;

Reviews and analyzes financial statements, budget transfers and departmental budget requests;

Performs other financial accounting functions as requested by the Ulster County Sheriff;

Prepares summaries demonstrating financial impacts, savings, revenues and other information needed for budget analysis and control;

Provides recommendations as to whether to approve budget requests and other fiscal transactions;

Reviews and approves purchase orders and requests for payments before submission to the Ulster County Comptroller's Office;

Coordinates and supervises the maintenance of departmental account keeping records, personnel records, and preparation of payrolls;

Attends meetings with the Ulster County Sheriff and/or their representative;

Communicates and works with vendors concerning contracts, billings and payments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of business administration and budget analysis; good knowledge of modern methods used in keeping and checking financial records and reports; working knowledge of the principles of accounting; working knowledge of the principles and practices of supervision; ability to make detailed budget and operational analyses; ability to prepare complex narrative and statistical reports; ability to express oneself clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with Federal, State and Municipal officials and employees; thoroughness; dependability; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a Bachelors Degree in Public Administration, Business Administration, Accounting or closely related field from a regionally accredited or New York State registered college or university and one (1) year of full-time or its' part-time equivalent experience in accounting, program evaluation or budget analysis.

ULSTER COUNTY
6787 SH FA III
Classification: Competitive
Grade: 15
Union: UCSEA

Adopted: September 24, 2010