

FISCAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Work involves overseeing and coordinating accounting and fiscal management functions of county department(s) as assigned. Duties involve responsibility for performance of moderately complex professional accounting and related fiscal administrative tasks in development, examination, review or analyses activities related to fiscal management of department funds and expenditures. Also has responsibility for independently maintaining all department accounts in proper balance and for furnishing periodic financial statements. Additionally, depending upon whether the department subcontracts portions of the program, position may involve auditing accounts of sub-grantees for compliance with applicable laws, rules and regulations. Work is performed under administrative direction of the Commissioner/Director or other higher level agency administrator. Assignment may also include working under Commissioner of Finance. Supervision may be exercised over work of subordinate employees engaged in account keeping and financial administration activities. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

Analyzes the fiscal impact, including potential federal and state reimbursement, of proposals made and/or contemplated in the course of collective bargaining negotiations;

Implements and oversees department accounting and financial transactions to ensure compliance with Federal, State and County fiscal regulations and mandates;

Communicates with various federal, state and local representatives regarding program funding and fiscal affairs;

Prepares and submits fiscal records, reports and documents, as required;

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

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

Oversees and coordinates processing of all bills, invoices, payments, POS, and similar transactions;

Performs cost analyses, and prepares and submits cost analysis reports, to aid in program effectiveness and efficiency;

Assists with departmental budget preparation and administration;

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;

May audit program agent or sub-contract accounts to ensure proper expenditure control of program funds;
May oversee and supervise subordinate staff engaged in a variety of financial operations;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

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; ability to acquire a working knowledge of agency affairs related to fiscal management; ability to prepare complete and accurate financial reports and statements; ability to plan and supervise the work of others; ability to get along well with others.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in accounting, business administration, economics or other directly related field, and one (1) year of accounting or auditing experience involving appropriation accounting and the preparation of budget and financial reports; or
- b) Associate's degree in accounting, business administration, economics or other directly related field, and three (3) years of accounting or auditing experience involving appropriation accounting and the preparation of budget and financial reports; or
- c) An equivalent combination of training and experience as defined by the limits of a) and b).

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.