

FISCAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is important technical work of a specialized nature requiring a high degree of accuracy. The incumbent is responsible for ensuring accuracy, consistency and organization in all accounting and fiscal functions for a department or agency. The work includes maintenance of accurate financial records, and managing accounts in accordance with yearly budgetary plans. Work also involves establishment and implementation of departmental accounting procedures, in compliance with any instructions that may be received from New York State Audit and Control and the County Finance Department. Work is performed under general supervision, with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of subordinate staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains accurate and current financial records on all departmental or agency accounts and budgets, including fixed asset recording;

Designs, implements, evaluates and refines effective accounting procedures and financial reporting systems for the department or agency;

Assists in the preparation of the annual department or agency budget, secures budget estimate data, forecasts and conducts budget studies;

Gathers data and makes recommendations regarding departmental or agency spending patterns and financial needs;

Maintains accurate data and records with regard to departmental operations, as needed;

Researches relevant laws and regulations pertinent to the financial operation of the department or agency, as needed;

Manages the requisition, purchase, receipt and inventory of supplies and equipment, including payments and records processing;

Manages billing, accounts payable and receipts for outside services provided by the department or agency;

Manages billing, accounts payable and receipts relative to grants and reimbursements;

Prepares periodic fiscal, statistical and management reports;

Coordinates and processes departmental or agency payroll information relative to overtime, part-time, encumbrances, annual salary changes, etc.;

Attends training meetings, workshops and seminars as required;

May confer with Federal, State and local accountants and auditors regarding accounting practices and auditors' recommendations;

May oversee and supervise subordinate staff engaged in a variety of financial operations;

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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: Good knowledge of governmental fiscal accounting and reporting procedures; good knowledge of methods used in keeping financial accounts and records; working knowledge of fiscal terminology; ability to acquire a working knowledge of departmental or agency affairs related to fiscal management; ability to prepare complete and accurate financial reports and statements; ability to lead and direct the work of others; ability to communicate effectively, both orally and in writing; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships; good judgment; initiative; resourcefulness; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree or completion of sixty (60) college credits in accounting, business administration, economics, or other related field, and two (2) years experience in business administration, account keeping, or payroll administration; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years experience in business administration, account keeping, or payroll administration; or
- c) An equivalent combination of training and experience as indicated in a), b) and c) above.

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.