



Jurisdictional Class: Competitive
Civil Division: ALL
Adopted by PO: 1/19/2007
Revised by PO: 6/6/2019
Revised by PO: 3/26/2021

FISCAL ADMINISTRATIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for developing and overseeing the accounting, auditing, and fiscal policies and procedures for the department. Duties will also involve assisting the Department Head/Supervising Authority in carrying out some of the administrative details of the agency including providing guidance and direction for various functions. Employees in this class will perform accounting, auditing and payment of bills, budget maintenance, and fiscal related duties requiring a good knowledge of accepted accounting principles. Work is performed under the direction of the Department Head with wide leeway for carrying out the duties of the position. Supervision is exercised over agency staff involved in fiscal operations and of the Department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Utilizes account keeping, clerical, and auditing procedures which conform to generally accepted accounting principles and regulatory controls for municipal agencies according to New York State fiscal directives;
Completes revenues/financial aid applications and makes appropriate recommendations as needed;
Prepares and presents reports with respect to the agency's fiscal operation and budget;
Reviews state and federal bulletins and directives relating to fiscal operations and determined how to coordinate new requirements into existing operations;
Participates in formulating policy regarding fiscal operations;
Acts as department liaison with representatives of other agencies and state or federal agencies on specific problems within the scope of responsibilities, including fiscal operations;
May provide project management and guide implementation of new state system initiatives as directed;
Assists in preparation of department budget by supplying data and projecting costs;
Meets with various division or unit heads within the department to administer the department budget and maintain control of accounts;
Establishes and maintains an accounts receivable system involving direct client billing;
Conducts research to identify revenue sources and makes application for revenue and/or aid;
Supervises subordinates in Accounting; trains, assigns work, and supervises agency staff involved in fiscal and clerical operations;
Provides oversight and monitoring of individual performances;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting and auditing principles and techniques;
Good knowledge and understanding of a variety of computer software programs both commercial and proprietary;
Good knowledge of generally accepted accounting principles;
Good knowledge of concepts and practices of fiscal management, budgeting, and grant management;
Good knowledge of the laws, rules, regulations, and policies of the department;
Good knowledge of budget preparation;
Working knowledge of the programs and functions of the department;
Ability to present ideas clearly both orally and in writing;
Ability to establish satisfactory relationships with others;
Ability to plan, organize, assign and supervise the work of others;
Motivation to learn new tasks and functions to reflect the business needs of the Department;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma; AND EITHER
- b) Graduation from a New York registered or regionally accredited four year college or university with a bachelor's degree in business administration, public administration, accounting, or a similar field, and four (4) years of experience involving the maintenance of a double entry accounting system including making journal entries, postings, and the preparation and analysis of financial and annual reports; OR
- c) Graduation from a New York registered or regionally accredited two year college with an associate's degree and six (6) years of experience as described in (B) above; OR
- d) Eight (8) years of experience as described in (B) above.