

FISCAL ADMINISTRATIVE OFFICER

227-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for developing and overseeing the accounting, auditing, and fiscal policies and procedures for a large administrative unit or department of the county government. Duties will also involve assisting the department's chief executive officer in carrying out some of the administrative details of the agency. Employees in this class will perform substantial accounting, auditing, budget maintenance, and fiscal related duties requiring a good knowledge of generally accepted accounting principles. Work is performed under direction of the agency's Commissioner of Management and Budget or designee, unless said employee works in the office of an elected official, with wide leeway for carrying out the duties of the position. Supervision is exercised over agency staff involved in fiscal operations.

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.*

Develops and installs account keeping, clerical, and auditing procedures which conform to regulatory

controls and to generally accepted accounting principles;

Researches materials concerning revenue and/or financial aid programs related to services provided

by government agencies;

Completes revenue/financial aid applications;

Prepares and presents reports with respect to the agency's fiscal operations and budget;

Reviews state and federal bulletins and directives relating to fiscal operations and determines how to

coordinate new requirements into existing operations;

Formulates 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;

Conducts cost analysis studies for use in preparing or administering the department's budget and for use in collective bargaining;

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;

Trains, assigns work, and supervises agency staff involved in fiscal operations;

Reviews grievances filed by subordinate staff and makes recommendations to resolve grievances;

Recommends disciplinary actions for subordinate staff when necessary, and proposes appropriate documentation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of accounting and auditing principles and techniques; working knowledge of the programs and functions of the employing department; 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 employing department; good knowledge of budget preparation; ability to prepare and analyze financial statements and annual reports; ability to present ideas clearly both orally and in writing; and ability to establish satisfactory relationships with others.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree or higher in public administration, business administration, accounting, or a related field, and two (2) years of experience in performing accounting activities, including budget preparation, and/or forecasting and analysis of financial reports;

or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public administration, business administration, accounting, or a related field, and four years of experience as described in (A) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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