

## SENIOR FISCAL ADMINISTRATIVE OFFICER

227-D

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing county fiscal personnel in either a division or across divisions. Duties will include the development and maintenance of proper internal controls for payables and receivables, including the implementation of procedures for the collection of receivables. Additional duties may include assisting in the preparation of the county budget, maintenance of a record of budget appropriations and preparation of federal, state and other claims for reimbursement. 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 leeway for independently performing the duties of the position and supervising and training subordinates.

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.*

Assists in preparation and maintenance of the county budget appropriation records;

Maintains a record of budget appropriations showing the amount appropriated, encumbered, expended, unexpended and the unencumbered balance;

Notifies the Deputy County Manager/Commissioner of Management and Budget and/or the Deputy Commissioner of Management and Budget and appropriate division heads of the amount of deficiencies in funds or appropriations and the need for supplemental appropriations;

Develops and maintains proper controls for all payables and receivables;

Develops and/or assists in developing procedures for collection of receivables;

Prepares and/or reviews federal, state and other claims for reimbursements;

Assists in coordination of activities between the County Treasurer, the Division of Management

and Budget and other divisions within County government;

Ascertain the reliability of accounting and other data developed within the county fiscal management system;

Assigns work to subordinate personnel, provides supervision and direction and evaluates staff performance;

Performs other duties and projects as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, theories, techniques and practices of accounting and internal auditing; good knowledge of governmental accounting theory and practice; good knowledge of Generally Accepted Accounting Principles (GAAP); good knowledge of the functions, processes and principles of management; ability to evaluate financial management and other business records; ability to make an analysis of accounting practices; ability to prepare clear and concise financial and written reports; ability to effectively use computer applications, including spreadsheets, word processing, calendar, e-mail and database software; ability to plan and supervise the work of others; resourcefulness in solving budgeting and accounting problems; and good accounting and auditing judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Business Administration, Public Administration, Accounting or a related field and three (3) years of experience in performing accounting activities, including the preparation and maintenance of financial

reports and budgets; or

(B) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Public Administration, Accounting or a related field and five (5) years of experience as indicated 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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Adopted on: 7/15/02  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and placed in classplan on 10/14/05  
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Revised and Replaced in Classplan: 5/15/2025 (Edu)