

EMPLOYMENT AND TRAINING FISCAL/OFFICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Oversees, coordinates, and has charge of the accounting, fiscal management and office functions of a local Employment and Training Program. These duties involve responsibility for the performance of moderately complex professional accounting and related fiscal administrative tasks in development, examination, review or analysis activities related to fiscal management of Employment and Training Agency funds and expenditures. The work is performed under general supervision with wide leeway allowed in the exercise of independent judgment in planning and carrying out the details of the work. The work entails responsibility for independently maintaining all Employment and Training accounts in proper balance and for furnishing periodic financial statements. In addition, work entails the operation and management of the New York State Department of Labor's One Stop Operating System (OSOS). General supervision may be exercised over the work of professional and non-professional employees. An incumbent of this position does 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 Employment and Training Agency financial transactions; Contacts various Federal, State and local representatives regarding Program funding and fiscal affairs; Oversees and supervises subordinate staff engaged in a variety of financial operations; Oversees and supervises the operation of the Employment and Training Resource Room; Advises agency employees of current fiscal requirements and reporting; 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; Implements and oversees Employment and Training accounting and financial transactions to ensure compliance with Federal and State fiscal regulations; Prepares required fiscal records and reports; Manages the input and analyzes all Delaware County's Office of Employment and training customers through the One Stop Operating System; Supervise Delaware program services and enrollments to meet mandatory common measure and ensure the efficient and effective performance of the Workforce Innovation and Opportunity Act programs and customer service; Assist in the development and supervise the implementation of employment & training programs in Delaware County; Coordinate and assist with program monitoring in Delaware County.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of federal, state and local policy rules and regulations regarding employment and training program information; Good knowledge of accounting principals and procedures and ability to apply such knowledge of accounting transactions; Good knowledge of methods used in keeping financial accounts and records; Good knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication and supervisory principles and techniques; Ability to analyze records and financial statements and to draw logical conclusions therefrom; Ability to prepare complete and accurate financial reports and statements; Ability to develop, manage & supervise programs; Ability to get along well with others; Knowledge of concepts & methods used in the use and maintenance of management information systems; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in accounting, business management, business administration or related field and (2) two years of fulltime paid or parttime equivalent responsible experience in maintaining financial accounts and records which includes supervisory experience involving planning and directing of a staff; OR

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in accounting, business management, business administration or related field including or supplemented by the completion of twelve (12) credit hours in accounting and (4) four years of fulltime paid or parttime equivalent responsible experience in maintaining financial accounts and records which includes supervisory experience involving planning and directing of a staff; OR

C. Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college including and/or supplemented by 18 semester credit hours in accounting and/or business and (5) five years of fulltime paid or parttime equivalent responsible experience in maintaining financial accounts and records which includes supervisory experience involving planning and directing of a staff OR

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Adopted 1/5/81

Revised 5/2/03; 4/23/21