

FISCAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Duties involve the performance of a variety of complex and technical accounting work relating to important fiscal transactions. They include responsibility for maintaining and keeping in balance the general ledger, accounting for all revenues received, and having over all charge of books of original entry and subsidiary ledgers for accounts contained in the general ledger. In addition, the incumbent prepares complex reports as required. Duties concentrate on the most complex accounting and financial operations in the office. 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. Supervision is exercised over the work of subordinate employees engaged in account keeping, payroll, and financial administration activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only) Develops, implements, oversees and revises accounting systems and procedures to provide complete and accurate accounting for financial transactions, including internal monitoring tools and audit controls to ensure compliance with Federal, State, and local fiscal requirements; Is responsible for maintaining the general ledger, serving as a central record and control on a number of individual accounts; Maintains subsidiary ledgers on individual accounts, totals of which are contained in the general ledger; Has charge of original accounting documents, such as: general journal, cash journal, etc.; Prepares monthly, quarterly, and annual financial reports on appropriation and revenue accounts for all departments; Develops and prepares annual financial reports; Prepares annual CPA audits; Participates in the budgeting process; Responsible for accounting for special programs supported by funds from the State and Federal governments; Develops policies and procedures; May provide oversight of vendor payments; Performs cost and budget analyses, financial forecasting, feasibility studies, and other accounting tasks to aid in program efficiency and effectiveness; May be required to sit on committees and participate in monthly meetings; May have limited responsibility for the deposit and investment of agency funds; Provides training of subordinates and accounting staff in other departments in accounting practices.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and terminology of general and governmental accounting; Good knowledge of financial administration including budgeting and reporting; Good knowledge of office terminology, practices and procedures; Resourcefulness in applying accounting procedures and practice; Ability to prepare and maintain accounting records and reports; Ability to analyze accounting records and financial statements and to draw logical conclusions; Ability to understand and carry out complex oral and written directions; Ability to plan, organize, and direct the work of others; Mental alertness; Good judgment; A high degree of accuracy; Initiative; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Bachelor's degree in accounting, finance, business, or public administration, economics, office management, office technology, management information systems, secretarial studies, business studies, or related field, including or supplemented by the completion of eighteen (18) credit hours in accounting; AND two years of full-time accounting or auditing experience including supervisory experience; OR

B. Associate's degree in accounting, finance, business, or public administration, economics, office management, office technology, management information systems, secretarial studies, business studies, or related field; including or supplemented by the completion of eighteen (18) credit hours in accounting; AND four years of full-time accounting or auditing experience including supervisory experience; OR

C. An equivalent combination of training and experience as indicated in (A), (B), or (C) above.

NOTE: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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