

Department: Social Services  
Classification: Competitive  
Grade: 17

SPEC DISK B7  
DOCUMENT 19

### **DSS FISCAL MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for overseeing, coordinating and has charge of the accounting and fiscal management functions of Essex County's Department of Social Services. 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 DSS funds and expenditures. The work is performed under administrative direction of the Commissioner or Director of Administrative Services. The work entails responsibility for independently maintaining all DSS accounts in proper balance and for furnishing periodic financial statements. Supervision is exercised over the work of subordinate clerical employees engaged in account keeping and financial administration activities. The incumbent 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 DSS 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;  
Studies economic trends and advises agency staff regarding related fiscal planning cost analyses;  
Develops the DSS annual budget in close contact with the Commissioner, Director of Administrative Services and DSS unit supervisor;  
Advises agency employees of current fiscal requirements and reporting;  
Performs cost analyses to aid in program effectiveness and efficiency;  
Implements and oversees DSS accounting and financial transactions to ensure compliance with federal and state fiscal regulations;  
Attends policy and planning committees with other DSS unit supervisors to coordinate fiscal administration;  
Prepares required fiscal records and reports;  
May audit accounts to ensure proper expenditure control of funds;  
May keep ledger and journal accounts.

#### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern general and governmental accounting; fiscal and auditing procedures and techniques including budgeting and appropriation practices; special knowledge of State DSS regulations, good knowledge of methods used in keeping financial account and records; good knowledge of modern fiscal terminology, practices, and procedures; ability to acquire a working knowledge of agency affairs related to fiscal management; ability to prepare complete and accurate financial reports and statements; ability to plan and supervise the work of others; ability to get along well with others; physical condition commensurate with the demands of the position.

## **DSS FISCAL MANAGER - CONTINUED**

### **MINIMUM QUALIFICATIONS:**

**PROMOTION:** One (1) year of permanent competitive status as an Accounting Supervisor or four (4) years permanent competitive status as a Principal Account Clerk in the Social Services Department.

**OPEN COMPETITIVE:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business administration, economics, or other directly related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting, and other fiscal related responsibilities, (such degrees must include or be supplemented by 18 semester credit hours in accounting) **AND** two (2) full-time paid years of accounting or auditing experience which must have been involved in the use of double entry books including the general ledger or other governmental agency books involving appropriation accounting and the preparation of budget and financial reports, one (1) year of which must have been in a supervisory capacity; or
- (b) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college including and/or supplemented by 18 semester credit hours in accounting and four (4) years of experience as defined in (a), one (1) year of which must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE:** At least one (1) year of experience as defined in (a) is required as well as at least one (1) year of supervisory experience. In addition, at least two (2) years of post high school educational training as defined in (a) is required; experience beyond three (3) years cannot be substituted for this required two (2) years of training.

**ADOPTED: 04/04/95**

**REVISED: 05/19/2011**