

Department: In all Civil Divisions  
Classification: Competitive  
Grade: 17

SPEC DISK BB  
DOCUMENT 07

### FISCAL MANAGER

*DISTINGUISHING FEATURES OF THE CLASS:* The work involves responsibility for overseeing coordinating and in charge of the accounting and fiscal management functions of a department. These duties involve responsibility for the performance of moderately difficult, complex, professional accounting, and related fiscal administrative tasks in development, examination, review, or analysis of activities related to fiscal management of funds and expenditures. The work is performed under administrative direction of the department head. The work entails responsibility for independently maintaining all accounts in proper balance and for furnishing periodic financial statements. Supervision may be exercised over subordinate clerical employees. 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 all 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;  
Advises agency staff regarding related fiscal planning cost analyses;  
Develops the annual budget in close contact with the department head;  
Advises agency employees of current fiscal requirements and reporting procedures;  
Performs cost analyses to aid in program effectiveness and efficiency;  
Implements and oversees accounting and financial transactions to ensure compliance with federal and state fiscal regulations;  
May attend planning committee meetings to coordinate fiscal responsibilities;  
Prepares required fiscal reports and records;  
Audits accounts to ensure proper expenditure control of funds.

#### *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 and federal regulations; good knowledge of methods used in keeping financial accounts and records; good knowledge of modern fiscal terminology, practices, and procedures; 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; ability to communicate effectively both in writing and verbally; physical condition commensurate with the demands of the position.

PROMOTION: Examination open to employees currently holding the title of Principal Account Clerk on a full-time permanent competitive basis for a period of three years.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in accounting, business administration, or related field and two years of full-time paid experience in accounting or auditing, one year of which must have been in a supervisory capacity;
- (b) An associate degree in accounting, business administration, or related field and four years of full-time paid experience as defined by the limits of (a) above;
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Revised: 08/13/2009