

## **FISCAL SERVICES ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a fiscal management position responsible for performing a variety of duties including developing, implementing, and monitoring accounting procedures of a local program receiving Federal, State and local funding including grant monies. The work includes analyzing program funds, grants and expenditures, developing and monitoring grants and budgets, and furnishing periodic financial statements and reports. 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 and financial administration activities. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops, implements, oversees and revises accounting systems and procedures to provide complete and accurate accounting for an agency's financial transactions, including internal monitoring tools and audit controls to ensure compliance with Federal, State and local fiscal requirements;

Trains and supervises employees in detailed account keeping procedures to ensure accuracy, efficiency and compliance with established program policies;

Directs all phases of the departments fiscal service in the development of the fiscal section of new or renewable program grants;

Plans and develops annual program budget in conjunction with the department head and other administrative staff;

Performs cost and budget analyses, financial forecasting, feasibility studies and other accounting tasks to aid in program efficiency and effectiveness;

Advises and consults with department head and other staff on current fiscal and reporting requirements, and control of expenditures;

Audits subcontractors and program accounts and offers technical assistance to ensure compliance with Federal, State and local regulations;

Oversees or personally keeps ledger and journal accounts and balances and reconciles bank statements and accounts;

Represents the fiscal concerns of the department at budget conferences and hearings, legislative meetings, contract negotiations and other meetings as required;

Prepares periodic fiscal and statistical records and reports for agency use, or submission to State and Federal agencies;

Operates a personal computer to make financial inquiries, maintain records and reconcile budgets and analyze data;

Coordinates the fiscal services with other activities of the facility.

**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;  
Good knowledge of business arithmetic and English;  
Ability to devise and maintain accounting systems;  
Ability to prepare and analyze complex financial and statistical records, reports and statements;  
Ability to prepare and present complex oral and written reports clearly and concisely;  
Ability to operate a computer terminal;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to plan and supervise the work of others;  
Accuracy;  
Good judgment;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business or public administration, economics or related field, including or supplemented by 18 semester credit hours in accounting, and three years of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- B) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by 18 semester credit hours in accounting and five years of the experience as described in A) above; OR
- C) Graduation from high school or possession of an equivalency diploma and seven years of the experience as described in A) and B) above; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.