



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:	<b>FISCAL OFFICER</b>
Jurisdictional Class:	Competitive
Civil Division:	County Departments
Adoption:	CSM 10/09/2002
Revised:	CSM 02/12/2003; 07/11/07

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, implementing and monitoring accounting and fiscal management functions in a medium to large size department or agency. The incumbent in this position analyzes and monitors program funds, grants, claims and expenditures, develops accounting systems, furnishes periodic financial reports, completes the payroll and other related personnel reports and may oversee account keeping activities completed by contract agencies. The work of this class differs from that of Accountant by the varied and more complex fiscal management functions required because of the size of the department and the additional supervisory responsibilities. The work is performed under the general supervision of a department head or higher-level administrative staff with leeway allowed for the use of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate employees engaged in account keeping and fiscal activities. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Develops, revises and implements accounting systems and procedures to provide complete and accurate accounting for an agency's financial transactions;

Prepares financial reports required by State laws and local rules detailing claims and expenditures;

Prepares a program's annual operating budget and application for grants by compiling and analyzing financial data;

Directs and supervises a subordinate staff engaged in a variety of account keeping, clerical and fiscal activities;

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

Maintains ledger and journal accounts and balances and reconciles bank statements and accounts;

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

Assists in the preparation of fiscal contracts by collecting and preparing statistical reports;

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

Responsible for providing financial information and reports for department head and/or county officials;

Coordinates purchases for a department, verifies that funds are available from appropriate accounts; prepares requisitions and purchase orders;

Uses a personal computer to make financial inquiries, maintain records and make financial analyses.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and terminology of accounting;  
Thorough knowledge of financial administration including budgeting, purchasing and reporting;  
Good knowledge of modern office terminology, procedures, equipment and business English;  
Ability to plan and supervise the work of others;  
Ability to develop and maintain accounting systems;  
Ability to prepare and analyze complex financial records, reports and statements;  
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and database software programs;  
Ability to communicate effectively both orally and in writing;  
Ability to perform close, detail work involving considerable visual effort and concentration;  
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 or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in accounting, business or public administration, economics or related field, including or supplemented by 24 semester credit hours in accounting, and one (1) year 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 the appropriation accounting and the preparation of budget and financial reports; which shall have included supervisory experience; OR

(B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business or public administration, economics or related field, including or supplemented by 24 semester credit hours in accounting, and two (2) years of experience as defined in (A), one year of which shall have included supervisory experience; OR

(C) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degrees in accounting, business administration or related field including or supplemented by twelve (12) semester credit hours in accounting and four (4) years of experience in (A), one year of which shall have included supervisory experience; or

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

**NOTE:** CPA (Certified Public Accountant) Designation may be substituted for the master's degree. CMA (Certified Management Accountant) designation may be substituted for one year of general experience as described above.