

FISCAL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional fiscal work involving responsibility for developing, implementing and overseeing general financial and budgetary policies and procedures. The work is performed under the direction of an administrator and in accordance with a variety of New York State and federal regulations. Supervision is provided to professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements financial and budgetary policies and procedures;
Assists in the preparation and/or review of the department's annual budget by gathering information from program directors, providing recommendations for department's operational needs, and preparing justifications for budget requests, etc.;
Monitors departmental expenses, identifies problems and makes recommendations for fiscal solutions;
Analyzes and interprets New York State and local regulations and guidelines applicable to fiscal processes and policies, and ensures compliance;
Develops clerical, technical and professional procedures to ensure compliance with federal, New York State and local regulations;
Analyzes financial practices and procedures and makes revisions, where appropriate, to ensure cost efficiency and optimal utilization of resources;
Supervises the activities of financial staff;
Trains finance staff on new procedures, regulations and methods to be used;
Uses computer applications or other automated systems such as spreadsheets, and database software in completing work projects;
Prepares management reports with respect to the status of program budgets, reimbursement rates and other financial and administrative data;
Conducts staff meetings related to fiscal operations;
Oversees the preparation of New York State aid applications and claims, ensuring accuracy and timeliness;
Responds to financial audits conducted by regulatory authorities in order to explain financial information, develop and implement corrective action, as needed, etc.;
Meets with departmental management staff to exchange information regarding fiscal matters and to coordinate financial and budgetary activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting and financial principles and practices; thorough knowledge of budgetary procedures; good knowledge of office management and supervisory principles; good knowledge of local and New York State laws and regulations; ability to analyze and organize complex working processes with respect to financial matters; ability to communicate effectively, both orally and in writing; ability to use computer applications such as spreadsheets and database software; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Accounting, Business Administration, or comparable curriculum, and five (5) years of financial, accounting and/or budgeting experience at least two (2) years of which included management or supervisory duties as a major portion of the work.

NOTES:

1. A Master's degree in one of the fields outlined above may be substituted for one (1) year of the required general experience.
2. Certification as a Public Accountant (CPA) by the New York State Department of Education may be substituted for two (2) years of the required general experience.

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Competitive