

FISCAL STAFF SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility primarily for an automated, integrated payroll system as well as responsibility for a variety of fiscal activities in support of financial and/or accounting operations. The specific activities will depend on the area of fiscal management to which an incumbent is assigned (e.g. payroll, accounting; finance). This title is distinguished from that of Fiscal Staff Assistant in the degree of independent judgment exercised and in the complexity of assignments. The work is performed under the direction of a financial administrator and work direction (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in the processing of a variety of complex financial data (e.g. payroll, accounting, finance);
Manages and implements requests for information from the New York State Retirement System (e.g. earnings records, employment data);
Generates and analyzes a variety of bi-weekly payroll reports in order to facilitate the accuracy of the County's bi-weekly payroll;
Oversees the processes for Medicare part B checks and performs associated accounting functions with respect to such checks;
Acts as liaison for financial computer system initiatives including conversion and integration activities;
Enters data in order to transfer bi-weekly payroll information to the general ledger;
Acts as liaison with departmental staff regarding bi-weekly payroll operations and system-related activities;
Uses computer applications or other automated systems such as spreadsheets, word processing and database software in performing work assignments;
Prepares various periodic financial reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of fiscal management, accounting, auditing and payroll operations; good knowledge of the County's automated payroll system*; ability to read and interpret complex instructions; ability to communicate effectively, both orally and in writing; ability to prepare numerical and financial data for presentation to others; ability to establish and maintain cooperative relations with others; ability to use spreadsheets and related software applications.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Accounting, Finance, Fiscal Management, Economics, or comparable curriculum, and two (2) years of experience which involved accounting, fiscal and/or payroll management, auditing, or comparable, as a major function of the work, or
2. A Bachelor's degree in any other field and three (3) years of experience in a public or municipal auditing, accounting or financial administration setting which involved accounting, fiscal and/or payroll management, auditing, or comparable, as a major function of the work.

NOTE: Strictly account-keeping or related clerical work is not qualifying.

PROMOTION: Two (2) years of permanent status as a Fiscal Staff Assistant.

*To be demonstrated during the probationary period.