

Wayne-Finger Lakes BOCES Vacancy

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

FISCAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: These duties involve independent responsibility for the performance of complex professional accounting and related fiscal administrative tasks in development, examination, review or analysis activities related to fiscal management of one or more Department's funds and expenditures. The work is performed under administrative direction of the Department Head or other high-level agency administrator. The work entails responsibility for independently maintaining all accounts in proper balance and for producing and analyzing periodic financial management reports. In addition, this position may oversee special projects or programs relating to financial management functions. Direct supervision may be exercised over the work of subordinate employees engaged in account keeping and financial administration activities. An incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Devises and implements accounting and auditing systems to provide complete and accurate financial records of a Department or Departments' fiscal transactions;

Contacts various Federal, State and local representatives regarding program funding and fiscal affairs;

May oversee and manage subordinate staff engaged in a variety of financial operations including performance appraisals;

Studies economic trends and advises agency staff regarding related fiscal planning and cost analyses;

Maintains ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;

Manages the agency payroll functions for staff and/or clients;

Performs cost benefit analyses of various administrative functions and programs;

Manages and oversees accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;

May audit program agent or sub-contract accounts to ensure proper expenditures control of program funds;

Prepares and analyzes required fiscal records and reports;

Manages acquisition/distribution of equipment and supplies maintaining an inventory of equipment in department;

Analyzes the financial operation of the department and recommends improvements and changes in financial policy;

Responsibility for insuring that departmental financial functions are performed efficiently using updated information management technology;

Make long-term and short-term financial projections;

Interprets results and recommends financial direction;

Prepares monthly reports of the financial status of the department(s) to the Agency Finance Officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of information technology software and programs necessary to perform financial management analysis; good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices; ability to interpret Federal/State/local policies; ability to acquire a working knowledge of agency affairs related to fiscal management; ability to analyze financial operations and recommend financial improvements; 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; physical condition commensurate with the demands of the position.

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FISCAL MANAGER

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, or higher, in accounting, business administration, or other directly related field specifically structured to prepare individuals for work involving accounting AND four (4) years of full-time paid accounting or auditing experience, or its part-time equivalent, which must have involved the use of double entry books including general ledger or other governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business administration, or other directly related field AND six (6) years' experience as described in (1); OR
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

NOTE: Certification as a CPA, CFE, CMA or CIA can substitute for the required experience.

REVISED: 10/6/06; 1/8/21

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

CPA = Certified Public Accountant

CFE = Certified Fraud Examiner

CMA = Certified Managerial Accountant

CIA = Certified Internal Auditor

MBA or MPA are not suitable as a substitution for experience because the focus of their studies may not have been on actual accounting, per the appointing authority.