

SENIOR FISCAL MANAGER

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS – OPEN-COMPETITIVE: Possession of a Bachelor's Degree in accounting, finance, business administration, business management, or other directly related field specifically structured to prepare individuals for work involving accounting AND five (5) years of full-time paid professional finance experience, or its part-time equivalent, in governmental accounting; two (2) years of which must have been in a supervisory or managerial capacity.

SUBSTITUTION - EXPERIENCE: Additional education as specified above beyond a Bachelor's Degree may be substituted on the basis of 30 credit hours being equal to one (1) year of experience, up to two years.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

MINIMUM QUALIFICATIONS – PROMOTIONAL FOR ONTARIO COUNTY DEPARTMENTS: Candidates must possess, either:

1. One (1) year Permanent Competitive status as a Fiscal Manager; OR
2. Two (2) years Permanent Non-Competitive status as a Fiscal Manager (HELP Program); OR
3. Three (3) years Permanent Competitive status as an Accountant I; OR
4. Four (4) years Permanent Non-Competitive status as an Accountant I (HELPS Program); OR
5. A combination of (1), (2), (3), and (4) above which equals no less than four (4) years of service in an Ontario County Department.

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level management position within a governmental agency. The duties involve financial oversight of agency departments and/or multiple local public agencies. The duties also include independent managerial responsibility for the performance of complex professional accounting and fiscal management of multiple billing and claiming systems for state and federal reimbursement and to third party providers for reimbursement of agency services. The position will ensure that agencies and departments receive all revenue and meet audit requirements of the various Federal and State agencies and internal financial policies of the agency. This work involves operational and strategic planning, financial analysis and close interaction with agency department heads to develop and implement budgets and financial systems with administrative oversight from a higher-level agency administrator. While supervision is not a major function of this title, oversight and instruction will be provided to accounting professionals. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees timely completion and accurate filing of governmental reporting and reimbursement claims required by law;

SENIOR FISCAL MANAGERTYPICAL WORK ACTIVITIES: (Continued)

Responsible for overseeing and ensures that billing for services and claims for reimbursement of services are prepared, reviewed, and submitted to external and internal customers in a timely fashion and are reconciled to the agency's general ledger;

Analyzes financial reports and trends along with current and proposed reimbursement structures to forecast future program expenditures and revenues;

Supervises the financial services staff involved with billing, claiming, accounts payable, purchasing, fixed assets, and payroll functions;

Serves as a source of support and resource to the department heads in the review and analysis of departmental budgets, contracts, grants, and reimbursement of services;

Maintains knowledge of and files on any/all significant financial agreements and/or transactions between departments and external entities;

Informs the appropriate department heads and a higher-level agency administrator of significant financial issues;

Implements financial practices and procedures as required by the Legislative Body and the agency's finance department, while maintaining a system of internal controls;

Provides accounting staff with training and development needed to maintain a skilled team approach and to serve as a resource and support to the departments;

Provides reports and analysis of monthly financial information in a timely manner to appropriate department head(s) and a higher-level agency administrator;

Maintains information systems necessary to provide financial, statistical and related reporting required internally and externally;

Plans, designs and updates financial systems to meet regulatory, contractual and legal requirements;

Maintains an up-to-date knowledge of all financial aspects of the specific department services;

Participates with a higher-level agency administrator and department head(s) in strategic planning and decision making regarding the overall fiscal planning and direction of the organization.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern accounting principles and practices as related to government and specific department activities;

Ability to interpret federal, state, and local policies;

Familiarity with organization and functions of governmental entities;

Ability to prepare and maintain accounting records and reports;

Resourcefulness in applying accounting procedures and practices to problems encountered in work;

Ability to analyze accounting records and financial statements and to draw logical conclusions;

Ability to interpret and implement accounting principles and understand their effect on financial records;

Ability to work closely with coworkers, other departments, government agencies, contractors, and private sector individuals to assist with problems and provide information;

Ability to establish and maintain close working relationships with a diverse group of individuals based on consistent, fair and ethical treatment;

Good accounting judgment;

Entrepreneurial skills such as identifying and pursuing funding sources, revenue maximization and cost control.

APPROVED: APRIL 28, 2011

REVISED: 1/10/19; 11/12/20; 1/11/21; 8/24/23; 2/19/26

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES

## TRANSFER REQUEST

*Candidate Instructions: Complete Section 1 and send to the Appointing Authority with a current resume.*

<b>SECTION 1</b>	<b>TO BE COMPLETED BY EMPLOYEE REQUESTING TRANSFER</b>	FULL NAME OF EMPLOYEE:		
		EMAIL ADDRESS:		PHONE NUMBER:
		<b>TRANSFER REQUESTED FROM:</b>		
		CIVIL SERVICE AGENCY:		
		CURRENT EMPLOYER (COUNTY, CITY, TOWN, VILLAGE, SCHOOL DISTRICT OR OTHER)		
		CURRENT JOB TITLE:		
		I GIVE MY CONSENT FOR ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES TO ACQUIRE MY CIVIL SERVICE EMPLOYMENT RECORDS.		
		SIGNATURE:		DATE:
		PRINTED NAME:		
<b>SECTION 2</b>	<b>TO BE COMPLETED BY DEPARTMENT</b>	<b>TRANSFER REQUESTED TO:</b>		
		NAME OF COUNTY, CITY, TOWN, VILLAGE, SCHOOL DISTRICT OR OTHER:		
		NAME OF DEPARTMENT:		
		POSITION REQUESTING TO FILL:		
		APPROVAL OF DEPARTMENT HEAD:		DATE:
		PRINTED NAME OF DEPARTMENT HEAD:		TITLE:
(SPACE BELOW FOR USE BY ONTARIO COUNTY DIRECTOR OF HUMAN RESOURCES)				
<b>SECTION 3</b>	ONTARIO COUNTY DIRECTOR OF HUMAN RESOURCES ACTION:			
	<input type="checkbox"/> APPROVED  <input type="checkbox"/> DISAPPROVED			
	BY:	TITLE:	DATE:	