

FISCAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for accounting and fiscal management functions of the Cattaraugus County Employment and Training Agency. Duties are performed under the general direction of the Assistant Employment and Training Director in accordance with generally accepted accounting and auditing procedures. General supervision is exercised over subordinate employees engaged in the maintenance of financial records. A Fiscal Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees accounting and auditing systems and procedures to provide complete and accurate records of Manpower Agency financial transactions;
- Contacts various Federal, State, and local agencies and officials regarding program funding and fiscal affairs;
- Supervises a subordinate staff engaged in a variety of financial operations;
- Advises agency employees of current fiscal requirements and reporting;
- Keeps ledger and journal accounts, takes trial balances, and reconciles bank statements and accounts;
- Oversees and coordinates the agency payroll functions for staff and/or clients;
- Performs cost analyses to aide in program effectiveness and efficiency;
- Oversees Manpower accounting and financial transactions to insure compliance with Federal and State fiscal regulations;
- May audit program agent-or sub-contract accounts to insure proper expenditure control of programs funds;
- Prepares periodic fiscal and statistical records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern general and governmental accounting, fiscal, and auditing procedures and techniques including budgeting and appropriation practices; good knowledge of methods used in keeping financial accounts and records; good knowledge of modern office terminology, practices, and procedures; ability to acquire a working knowledge of agency accounting system; 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 equal to the demands of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Accounting;

OR

B.) Graduation from high school or possession of a high school equivalency diploma supplemented by 18 credit hours in accounting at a regionally accredited or New York State registered college or university;

OR

C.) Two years experience, the primary function of which is, maintaining or auditing the books or account of an organization. This experience must have included responsibility for maintaining or auditing the general ledger and general journal. Maintaining and checking financial accounts and records in a clerical record keeping capacity is not qualifying.

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

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 1/19/82