

FISCAL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for maintaining efficient and economical administration of the Department. The work is typically performed under direction of the Department Head. Wide latitude is permitted for the exercise of independent and technical judgement. Supervision is exercised over subordinate employees. A Fiscal Officer does related work as required.

TYPICAL WORK ACTIVITIES:

- Develop, analyze and manage departmental budgets ensuring alignment with organizational goals and fiscal policies;
- Monitor expenditures and revenues, prepare financial forecasts and identify cost-saving opportunities;
- Collaborate with department program managers to develop and implement budgetary adjustments as needed;
- Review and analyze contracts, agreements and memorandums of understanding (MOUs);
- Ensure compliance with federal, state and local regulations, as well as, organizational policies;
- Serve as a liaison between the department and vendors, contractors and other stakeholders;
- Evaluate and recommend updates to financial policies, procedures and internal controls;
- Ensure compliance with relevant laws, regulations and organizational standards;
- Provide training and support to staff on fiscal and administrative policies;
- Prepare and present accurate and timely financial reports, including monthly, quarterly and annual summaries;
- Assist in audits and provide necessary documentation to auditors and regulatory agencies;
- Develop financial performance metrics to guide strategic decision-making;
- Participate in budget hearings;
- Supervise and mentor administrative staff responsible for accounts payable, payroll, procurement and other fiscal support staff and fiscal operations;
- Manage procurement of office premises, supplies and equipment, ensuring cost-effectiveness and compliance with procurement laws;
- Oversee the processing of invoices, purchase orders and payroll, ensuring accuracy, accessibility and timeliness;
- Implement technology solutions to streamline administrative and fiscal operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern principles and practices of public administration; good knowledge of institution business and personnel management practices; good knowledge of governmental accounting principles and practices; good knowledge of methods used in keeping financial accounts and records; ability to use critical-thinking skills to solve problems; attention to detail and accuracy in financial reporting; ability to plan, coordinate and maintain oversight of funding for a variety of department activities; demonstrated ability to organize and supervise the work of others; ability to prepare complex written and oral reports clearly and concisely; exceptional leadership and interpersonal skills; ability to manage multiple priorities and meet deadlines; ingenuity and resourcefulness in solving administrative problems; determined interest in maintaining a high standard of professional ethics; superior judgement; emotional stability; firmness; patience; tact and courtesy; good address.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of a Master's degree in Business Administration with a concentration in accounting or finance; OR
- B) Possession of a Bachelor's degree including or supplemented by eighteen (18) semester credit hours in accounting or business administration, and two (2) years of accounting or auditing experience, which shall have involved developing and providing financial statements and reports concerning the assets, liabilities, and operating results of a business; OR
- C) Possession of an Associate's degree including or supplemented by eighteen (18) semester credit hours in accounting or business administration, and four (4) years of accounting or auditing experience, which shall have involved developing and providing financial statements and reports concerning the assets, liabilities, and operating results of a business; OR
- D) Graduation from high school or possession of an equivalency diploma and six (6) years of experience as described in (A) and (B) and (C); OR
- E) An equivalent combination of training and experience as defined by the limits of A), B), C) and D) above.

NOTE: 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 New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 10/30/2025