

DEPARTMENT: NIAGARA COUNTY
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 9, 2023

FISCAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Oversees, coordinates, and has charge of the administrative support, account keeping, and fiscal management functions of a county department. These duties involve responsibility for the performance of moderately complex administrative support tasks, account keeping, budgeting, purchasing, and related fiscal management tasks. The incumbent may also be responsible for managing the office, supervising staff, scheduling, and for assisting in the planning, organization, and direction of the support functions of the department. The work is performed under administrative direction of the department head or designee. Wide leeway is allowed for the use of independent judgment in determining operating methods and procedures in accordance with established laws, rules, regulations, and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs office management tasks to ensure that office procedures are followed in an effective and efficient manner;
2. Performs administrative support tasks such as scheduling, opening and responding to correspondence, establishing and maintaining computerized and paper records systems, collecting data, preparing reports, etc.;
3. Devises and oversees account keeping systems and procedures to provide complete and accurate records of the department's financial transactions;
4. Oversees grant activities, ensures compliance with requirements, monitors expenditures of funds, and researches new funding sources;
5. Prepares and maintains periodic fiscal, statistical, and administrative statements and reports for department use;
6. Collaborates with employees, the public, consultants, contractors, and other county departments to complete administrative support functions;
7. Assists with annual budget preparation, makes recommendations, and monitors revenues and expenses on a periodic basis;
8. Develops, maintains and updates complex computerized records including financial records requiring advanced knowledge of agency services and procedures;
9. Oversees department payroll, billing, purchasing, inventory control, contracts, and other department fiscal activities;
10. May schedule and arrange travel and accommodations;
11. May study economic trends and advise department staff regarding related fiscal planning and cost analyses;
12. May perform cost analyses to aid in evaluating program effectiveness and efficiency;
13. May oversee and supervise subordinate staff engaged in a variety of financial and administrative support operations;
14. May participate and assist in personnel related matters such as interviewing, employee training and evaluations, grievances, and disciplinary procedures when assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of governmental account keeping and procedures of cost accounting; working knowledge of State and Federal practices, laws, rules and terminology regarding the administration of department financial services and programs; thorough knowledge of grant preparation, administration, principles, practices, laws, and regulations; thorough knowledge of financial administration including budgeting, purchasing, personnel administration, contract and payment negotiating and reporting; thorough knowledge of the principles, practices and procedures of department program administration; ability to plan and develop account keeping systems; thorough knowledge of administrative management principles, practices and techniques; good knowledge of Federal, State, and other funding sources related to department activities; ability to analyze financial data and to make appropriate recommendations; ability to develop, implement and monitor policies and procedures; ability to develop and maintain effective professional relationships; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to establish good working relationships with others; resourcefulness in handling administrative problems; good judgment; tact; physical condition commensurate with the demands of the position.

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FISCAL MANAGER CONTINUED

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Three (3) years of permanent competitive status as a Senior Court Assistant in the District Attorney's Office or three (3) years of permanent competitive status as an Administrative Assistant in the Public Defenders Office immediately preceding the date of written examination.

OPEN COMPETITIVE: Candidates must meet one of the following:

1. Graduation with a Bachelor's degree in a business-related field and two (2) years of full-time paid administrative or office management experience which shall have involved maintaining computerized financial and personnel records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment; **OR**
2. Graduation with an Associate's degree in a business-related field and four (4) years of full-time paid administrative or office management experience which shall have involved maintaining computerized financial and personnel records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment.

NOTE: Degrees 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.