

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** FISCAL ANALYST **GRADE:** 16

**TITLE ABBREVIATION:** FISCAL ANALYST **TITLE NO.:**

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** AD

**DEPARTMENT:** SOCIAL SERVICES

**SUPERVISOR'S TITLE:** FISCAL DIRECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the analysis of fiscal expenses and revenues to prepare projections within the departmental budget. The incumbent in this class is responsible for proper classification of expenditures and revenues, budget preparation, and the supervision of administrative accounts in accordance with generally accepted Federal, State, and County financial policy and procedures. Work is performed under the general supervision of the Fiscal Director. Supervision is exercised over subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Provides supervisory functions for various accounting units and monitors appropriation and revenue accounts for the Department; supervises and trains staff assigned within the unit; ensures fiscal timelines are met;

Analyzes, forecasts, and monitors revenue and expense trends and prepares year-end projections and graphs of departmental programs;

Assists in planning, developing, and monitoring the departmental budget and advises units of budgetary constraints; acts as a liaison with County Finance and Budget personnel;

Analyzes fiscal impacts and reviews: budget transfers, personnel hiring requests, purchases requisitions for services, travel, equipment, and supplies;

Analyzes reporting formats and statistical data to ensure accurate reimbursement and good accounting practices; takes corrective action when necessary;

Interprets federal and state reimbursement regulations and policies and adapts to monthly expenditures and claims for reimbursement; journalize and maintains computerized tracking of monthly claims and outstanding accounts receivables;

Advises, assists and/or makes recommendations about financial matters to various divisions of the Department;

Conducts internal audits to determine adherence to state and federal financial mandates; reports findings and makes recommendations;

Represents the department and provides documentation for Federal, State, and independent auditors throughout the year;

Uses financial software applications or other automated systems such as database software, spreadsheets, word processing, e-mail software in performing work assignments; prepares tracking systems, spreadsheets with graphs and complex formulas, and documentation used in fiscal projections/forecasting and statistical data collection;

Performs other duties as directed by the Fiscal Director or other management staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of fiscal, auditing and administrative procedures and techniques including budgeting and appropriation practices; thorough knowledge of methods used in keeping financial accounts and records; good knowledge of county organization and operation and its budgetary procedures and practices; good analytical skills; skill in the operation of computerized spreadsheet, database, and word processing programs; ability to comprehend and prepare statistical and other data for presentation to others; ability to evaluate problem situations and to adopt an effective course of action; ability to present ideas effectively both orally and in writing; ability to plan and supervise the work of others; ability to establish rapport and good working relationships with officers, employees and the public at all levels; good judgment, tact, initiative, resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Accounting, Business or Public Administration, or a related field and four (4) years of experience in the analysis of financial accounts, financial records, or budgets, one year of which shall have been in a supervisory capacity; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Accounting, Business Administration, Business Management or a related field and six (6) years of experience as described in (A) above, one year of which shall have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as described in (A) above, one year of which shall have been in a supervisory capacity.