

ORANGE COUNTY CLASS SPECIFICATION

TITLE: FISCAL COORDINATOR **GRADE:** 09

TITLE ABBREVIATION: FISCAL COORD **TITLE NO.:** 6371

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: PARKS, RECREATION & CONSERVATION **DIVISION:**

SUPERVISOR'S TITLE: DIRECTOR OF FISCAL MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, assigning, supervising and performing major account-keeping activities and related processes within the Department of Parks, Recreation and Conservation. The work includes responsibility for participating in the preparation of the annual operating budget and preparation of various financial reports. In addition, the work involves monitoring performance in off-site work areas at the time of inspection and reporting back to the Director of Fiscal management. Work is performed according to prescribed policies and procedures under the general supervision of the Director of Fiscal Management with leeway to exercise independent judgment in carrying out the details of the work. Direct supervision may be exercised over subordinate accounting/clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, assigns, reviews and assists in the maintaining and checking of a wide variety of financial records and reports and instructs subordinates in the specialized details of this work;
2. Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
3. Directs and conducts the audit of varied accounts, claims, records and assists in the preparation of reports;
4. Compiles, prepares and analyzes a variety of financial and statistical records and reports;
5. Assists in the preparation of the department's annual operating budget and insures the maintenance of necessary financial controls;
6. Assists in the departmental inventory of equipment;

7. Revises and systemizes account-keeping methods and procedures;
8. Reconciles ledgers of revenue received with bank statements;
9. Prepares correspondence in connection with financial matters;
10. Assists the Director of Fiscal Management by monitoring performance in off-site job areas during times of inspection and reporting findings to the Director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of financial accounting and record keeping practices, principles and techniques; good knowledge of the budget process; good knowledge of word processing and spreadsheet programs; good knowledge of office terminology, procedures and equipment; good knowledge of Business Arithmetic and English; ability to maintain complex accounts; ability to follow complex oral and written directions; ability to use and create spreadsheet and word processing documents; ability to plan and direct the work of others; ability to secure the cooperation of others; accuracy; integrity; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration or a related field and one (1) year of full time, paid experience in maintaining or auditing double entry and general ledgers and the preparation of budgets and financial reports; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as described in (A) above.

SPECIAL REQUIREMENTS: Must possess **at time of appointment** and maintain a valid driver's license.

REVISED: 9/13/83
FORMAT CHANGE: 5/21/86
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