

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: FISCAL DIRECTOR **GRADE:** 25

TITLE ABBREVIATION: FISCAL DIRECTOR **TITLE NO.:** 6376

JURIS CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: VARIOUS

NATURE OF THE WORK: This position is responsible for administering, directing and coordinating fiscal policies and procedures of a department.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This position is allocated to the competitive jurisdictional classification. The Fiscal Director is responsible for direction and overall management of fiscal services for a department. Work is performed in accordance with established policies and procedures under the general direction of the Department Head with wide latitude for the exercise of independent judgement in determining the operating methods of the department. Direct supervision is exercised over the work of the managers and supervisors and indirect supervision is exercised over clerical staff in the department.

TYPICAL DUTIES AND TASKS:

Manages the financial operations of the department through planning, developing and implementing accounting and reporting systems and procedures to provide complete and accurate records of all fiscal activities;

Supervises employees engaged in the fiscal, accounting, and payroll units of the department; manages and resolves day-to-day functions of payment processes; oversees work performed on the general ledger, journal accounts, or reconciliations of statements and accounts; authorizes transfer of funds, expenditures, and approves requisitions;

Participates in the development and preparation of the department's operating and where applicable, grant budgets; prepares the fiscal numbers within the programmatic plan and goals of the Department Head; finalizes the budget process at all levels for all units within the department;

Develops multiple spreadsheets and utilizes software to provide a variety of financial reports, including monthly expenditures, projection of yearly expenditures, or program breakdowns;

Represents the department and acts as a liaison to other county departments, such as Finance or Budget;

Represents, provides information, and necessary documentation for Federal, State and independent audits; makes recommendations and requests waivers on adherence to state and federal policy; contacts Federal, State, and local agencies and officials regarding fiscal questions and accounting inquiries;

Interprets federal and state regulations and policies and adapts to departmental accounting systems; analyzes practices and procedures to ensure operational integrity and compliance with regulatory mandates;

Analyzes, forecasts, and monitors revenue and expense trends and develops mechanisms to ensure cost effectiveness and operational soundness;

Analyzes reporting formats and statistical data to ensure accurate **and** sound financial management and good accounting practices;

Assists in the preparation of contracts and development of RFPs for vendor services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of principles and practices of current financial accounting procedures and regulations; thorough knowledge of policies and practices as they relate to fiscal procedures; thorough knowledge of computer database systems including accounting, accounts payable, accounts receivable; good knowledge of Federal, State, and local fiscal regulatory policies; good knowledge of departmental staffing requirements; ability to maintain accurate records; ability to direct and supervise the work of others; ability to communicate both orally and in writing complex accounting procedures and mandated regulations; ability to develop and implement fiscal policies; ability to analyze and interpret complex written material; ability to establish good working relationships with others; ability to exercise sound judgement; accuracy; tact; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Master's Degree in Accounting, Business Administration, Public Administration or related field and three (3) years experience in the management of accounting functions and fiscal reporting systems; OR
- (B) Bachelor's Degree in Accounting, Business Administration, Public Administration or related field and five (5) years of experience as described in (A) above; OR
- (C) Completion of 60 credit hours which shall have included 18 credit hours in accounting and seven (7) years of experience as described in (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (B) and (C) above.

Note: Your degree or credits 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 or credits were 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 Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.