

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** FISCAL MANAGER **GRADE:** 15

**TITLE ABBREVIATION:** FISCAL MANAGER **TITLE NO.:** 6393

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

**DEPARTMENT:** VARIOUS

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for administrative and technical work involving fiscal policy, procedures and activities within the assigned department. The essential nature of the work is such that the incumbents in this class are responsible for proper classification of expenditures and revenues and supervision of administrative accounts in accordance with generally accepted State and County financial policy and procedures. Work is performed under the general supervision of the department head or other designated supervisor. Supervision is exercised over subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Manages the fiscal operations of the department or division by supervising, planning, and implementing financial programs, policies, and procedures;

Ensures that methods used in accounting, budgeting, auditing, and analysis are consistent with departmental policies and procedures and are in compliance with State and County rules and regulations and for efficiency.

Supervises and participates in controlling departmental expenditures by analyzing and reviewing statistical and financial reports detailing expenditures and cash management activities;

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

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

Interprets and communicates the impact of federal, state and local law upon policy and programs in areas of responsibility;

Participates in securing departmental grants and contracts; monitors the dispersal of funds to ensure that the grant or contract implementation is in accordance with departmental guidelines as well as in accordance with contractual agreements;

Assists in planning, developing, administering and monitoring the departmental budget and advises units on budgetary priorities;

Uses computer applications or other automated systems such as database software, spreadsheets, word processing, e-mail software in performing work assignments;

May provide supervisory functions for assignment and recovery of various types of liens;

May provide supervisory functions for burial arrangements and Third-Party Health Insurance Program;

May develop, design and maintain various reporting forms.

**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; thorough knowledge of computerized word processing and spreadsheet programs; good knowledge of modern office terminology, practices and procedures; ability to conduct analytical studies and develop sound conclusions; ability to prepare accurate and detailed fiscal and statistical reports using spreadsheet and financial software and databases; 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) Bachelor's Degree or higher in Accounting, Finance, Business or Public Administration, or a related field and two (2) 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) Associate's degree in Accounting, Finance, Business Administration, Business Management or a related field and four (4) 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 six (6) years of experience as described in (A) above, one year of which shall have been in a supervisory capacity.

**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.

**REVISED: 12/13/22 dmc**