

ORANGE COUNTY CLASS SPECIFICATION

TITLE: FISCAL TECHNICIAN **GRADE:** 14

TITLE ABBREVIATION: FISCAL TECHNICIAN **TITLE NO.:** 6411

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

DEPARTMENT: VARIOUS **DIVISION:** FISCAL

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving technical work of a specialized nature requiring a high degree of accuracy. The work involves responsibility for and development of grants and budgets, ensuring that the approved budget plan is adhered to and that accurate financial records are maintained by the Department. The work is carried out in accordance with established federal, state and local policies and instructions. Work is performed under the general supervision of a higher level official. Supervision may be exercised over the work of support staff in the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, analyzes and monitors budgets for all grants and agency programs; advises department head as to spending patterns and cost projections;

Maintains accurate and current financial and statistical records on all departmental program budgets and grants;

Designs, implements and refines an effective accounting or statistical reporting system for the department to insure adherence to approved budgets;

Trains, plans, participates, and supervises work of fiscal division staff;

Studies and interprets laws and other codes, rules, or regulations pertinent to the financial and program operation of the department or agency;

Responsible for all special fiscal or statistical studies as required by the department head;

Confers with federal, state and local accountants and auditors regarding accounting practices and auditors' recommendations, implements as appropriate;

Oversees or compiles data for special financial or statistical reports as well as regular monthly, quarterly and annual reports and is responsible for providing staff training whenever reporting procedures are revised;

Responsible for fiscal, statistical, and programmatic monitoring and gives technical assistance to subcontractors;

Approves costs vouchered for goods or services performed for department head's signature;

Attends training meetings, workshops and seminars as required;

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

May participate in contract negotiations with services providers, analyzing proposed budgets and making recommendations for funding.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of governmental fiscal, accounting and reporting procedures; thorough knowledge of agency rules and regulations; thorough knowledge of computerized word processing and spreadsheet programs; good knowledge of rules governing fringe benefits such as FICA, Workers' Compensation, Unemployment Insurance, Retirement, etc.; good knowledge of federal, state and county budgetary procedures and practices; ability to prepare and maintain financial and statistical records, ability to design, implement and refine an effective accounting and reporting system; ability to use and create spreadsheet and word processing documents; ability to plan and supervise the work of others; ability to deal effectively with others; ability to communicate clearly, both orally and in writing; initiative; good judgment; accuracy; planning and analytical skills; 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 one (1) of year experience in the analysis of financial accounts, financial records, or budgets; OR
- (B) Associate's degree in Accounting, Business Administration, Business Management or a related field and three (3) years of experience as described in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above.

NOTES:

- In the Division of Risk Management, one (1) year of experience assisting in the maintenance of insurance industry records in an Insurance office which shall include insurance policy review and analysis may be substituted for experience in the analysis of financial accounts, financial records, or budgets.
- 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.