

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Adopted: 12/13/06

### **FISCAL SERVICES ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility for directing the planning, organizing, scheduling and controlling the fiscal management services of an Oneida County department. Critical responsibilities include supervision of the department's accounting, billing, budgeting and financial and statistical reporting. The work is performed under the general direction of a department head, allowing wide leeway for independent judgment in formulating accounting and fiscal policies and for carrying out the technical details of the work. Direct supervision is exercised over subordinate staff members. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees the expenditure of and accounting for funds appropriated in the annual budget and maintains a system of accounting for all departmental revenues;  
Supervises the implementation of new or modified accounting systems to provide complete and accurate records of financial transactions;  
Formulates policies and procedures for the fiscal and general administration of the department;  
Initiates, implements and coordinates fee billing systems for services rendered by the department;  
Leads in and assists in the preparation of the annual operating budget for the divisions of the department;  
Supervises the preparation of required financial statements and government reports;  
Supervises the preparation of Federal, State and other reimbursement claims;  
Supervises the maintenance of payroll and employee records and reports;  
Supervises staff recruitment, selection, training and evaluation;  
Submits to the department head such reports, data, and information as may be required or appropriate regarding the administration of department's programs throughout the county;  
Conducts fiscal analysis of programmatic changes, prepares preliminary budget and provides material and information for presentation to the department head and/or County Executive;  
Conducts feasibility studies of administrative changes to improve operations;  
Develops procedures to comply with Federal and State law and regulations;  
Assists department head in determining costs charges in various budget accounts and renders balance on demand;  
Represents the department head when contacted by the County Executive, Legislators, at various committee meetings with the general public and with representative of Federal, State or local agencies;  
Coordinates with department's units, other county departments', and community agencies concerning fiscal procedures and administration;  
Procures and supervises maintenance of department supplies, equipment and fixed asset inventory accounts;

continued...

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of current principles and practices of business administration and budgeting; comprehensive knowledge of modern accounting methods and techniques; thorough knowledge of accepted accounting principles and techniques and ability to apply these in performance of duties; ability to teach and relay knowledge, information and skills to subordinate accounting and clerical personnel; good knowledge of public administration and ability to train and supervise employees in fiscal and office methods and procedures; ability to establish and maintain cooperative relations with the public, governmental and private agencies; ability to prepare accounting, statistical and narrative reports; ability to direct the activities of a large subordinate staff.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Accounting, Business Management, or a closely related field, including or supplemented by 24 semester credit hours in accounting, **AND** six (6) years of full-time, professional accounting experience; **AND** three (3) years in supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Management or a closely related field, including or supplemented by at least 24 semester credit hours in accounting, **AND** ten (10) years of full-time, professional accounting experience; three (3) years of which must have been in a supervisory capacity.

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