

# Fiscal Coordinator Tompkins County

**Department:** Office for the Aging, Department of Recycling and Materials Management

**Classification:** Competitive

**Labor Grade:** White Collar grade 14

**Approved:** Reclassification 11/16

**Revised:** 01/17;

**By:** AG, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Business, Public Administration, Accounting, or related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in a high-level administrative role, or performing budget system analysis, accounting, data systems, or financial analysis; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Business, Public Administration, Accounting, or related field **AND** five years of full-time (or the equivalent part-time and/or volunteer experience) experience in a high-level administrative role, or performing budget system analysis, accounting, data systems, or financial analysis; **OR**

(c) Any combination of training and experience equal to or greater than that defined in (a) or (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position is primarily responsible for managing the fiscal and administrative functions of the department. The employee is responsible for recommending, developing, and maintaining the accounting and financial management systems. An employee in this position exercises considerable interpersonal skills - teaching, guiding and counseling both staff and contractors, as well as interfacing with the fiscal team at the New York State level. Internal contacts are with employees across divisions within the department and require professional collaboration on overlapping financial projects and accounting issues. External contacts are with departmental subcontractors, the County's Finance Department and the fiscal team at the New York State level. The work involves performing complex financial record keeping, auditing and other fiscal functions at a high level of autonomy. The incumbent is responsible for planning, organizing, monitoring and supervising all aspects of the department's financial management programs. Budget preparation, monitoring, forecasting and analysis, including related reports, are also requirements of this position. The work is performed under the general direction of the Department Head. Supervision is exercised over assigned subordinate fiscal personnel. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Develops and maintains a budget monitoring and analysis system and prepares financial reports for the purpose of monitoring expenditures and revenues;
- Assists in financial planning and policy recommendation;
- Assists in developing and implementing contracts as required;
- Assists in budget preparation and related reports;
- Develops billing procedures and oversees fee collection;
- Supervises staff involved in revenue collection and interacts with the Finance Director and other professional staff as required;
- Collects and analyzes financial and program data.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles, procedures and terminology used in the organization and implementation of a financial management system;
- Thorough knowledge of computer operations with regard to data bases, spreadsheet and analytical software;
- Thorough knowledge of the procedures used in conducting cost analysis and project planning;

- Working knowledge of financial analysis;
- Ability to solve problems and define priorities;
- Ability to plan, organize and present ideas clearly and concisely, both orally and in writing;
- Ability to assign and supervise work;
- Ability to analyze and organize complex data and prepare records and reports;
- Ability to interact effectively with other County departments; and
- The employee's physical and mental condition shall be commensurate with the demands of the position.

**PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds.

The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must be able to verbally communicate. The psychological demands are moderate and consist of unpredictable fluctuations in work volume, priority and occasional rush orders or conflicting deadlines. Environmental factors include the ability to work cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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