

## **Fiscal Coordinator II Tompkins County**

**Department:** Various Agencies Throughout Tompkins County

**Classification:** Competitive

**Labor Grade:** White Collar Grade 15

**Approved:** 4/23 by RP

**Revised:** 6/2023

**By:** HB, Deputy Commissioner of Human Resources

### **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 the supervision and management of fiscal and administrative functions of the department, including planning, organizing, and monitoring of financial management programs and human resource activities of the staff. The employee is responsible for recommending, developing, and maintaining the accounting and financial management systems. Budget preparation, monitoring, forecasting and analysis, including related reports, are also requirements of this position. 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. The work involves tight deadlines and handling of conflicting priorities. The work is performed under the general direction of the Department Head with considerable independent judgment and autonomy. Supervision is exercised over assigned subordinate fiscal personnel. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Supervises the postings to the internal financial system;
- Creates, monitors, and supervises all contracts and service agreements;
- Generates and submits required reports to ;
- Monitors the various administrative and fiscal procedures of direct and contract agencies to insure conformity and compliance with federal, state and county requirements;
- Performs annual fiscal monitoring of all subcontractors;
- Oversees all state claims and invoicing;
- Assists in financial planning and internal policy recommendations;
- Assists Department Head in preparation and management of the annual county budget;
- Develops and maintains a budget monitoring and analysis system;
- Prepares financial reports for the purpose of monitoring expenditures and revenues;

- 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.

**In addition to the Typical work activities listed above, incumbents at the Department of Information Technology Services will also:**

- Manage the daily operations of the ITS department, which includes overseeing all administrative functions, such as accounts payable and receivable, records management, and personnel administration.
- Maintains all necessary and appropriate records, files, reporting, and processes to ensure the smooth and compliant financial operation of the ITS department, focusing on accuracy and transparency.
- Prepares the annual Cost Allocation Plan (CAP) for auditors.
- Oversees payroll expenditures, reviews timecards, and tracks employee benefits.
- Maintains and files all employee-related forms, records, and reports in a timely and accurate manner.
- Manages the purchasing of materials, equipment, and supplies for the department.
- Procures computers and equipment for County departments.
- The employee is also responsible for managing the ITS helpdesk providing first-line technical support to end users, including basic hardware and software troubleshooting, account and password assistance, and providing training on IT products and services.
- Supervise the ITS work order system; this includes receiving and tracking tickets, assigning tickets to staff, and ensuring that tickets are resolved in a timely manner.
- Supervises staff and oversees billing procedures to ensure accurate work orders and charges to County departments.
- Develops and implements processes and procedures for the ITS helpdesk and work order system. This includes creating and updating documentation, training staff, and monitoring the system for efficiency.
- Must be able to effectively interact with a variety of people, including staff, contractors, and fiscal team members from multiple agencies. This includes being able to communicate effectively, build relationships, and resolve conflict.

**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.

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