

ASSISTANT DIRECTOR OF FISCAL OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is professional and supervisory fiscal work of a complex nature involving responsibility for supervising the daily operations of a finance, budget and/or accounting department. The work is performed under the direction of a higher-level administrator and in accordance with applicable laws, rules and regulations. Supervision is exercised over clerical, technical and professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the daily fiscal operations of the department and assists in the planning, development and implementation of accounting, financial reporting and internal control systems to ensure accurate and compliant records of fiscal activities in accordance with applicable federal, state and local requirements.

Assists with the development, preparation and administration of the department or agency's operating and personnel budgets;

Reviews and prepares financial reports and operating statements in accordance with accounting principles and practices;

Analyzes financial reports, statistical data and fiscal trends to evaluate operations, support management decisions and ensure adherence to accepted accounting principles and fiscal policies;

Monitors cash flow, fund balances, and financial projections to support short- and long-term fiscal planning;

Reviews systems, methods and procedures to evaluate operational efficiency and recommends improvements to ensure effectiveness, internal controls and compliance;

Develops, implements and monitors fiscal policies and procedures to ensure compliance with applicable federal, state and local laws, regulations, grant requirements and accounting standards;

Coordinates and supports audit activities by preparing required documentation, responding to auditor inquiries and assisting in the implementation of recommended corrective actions;

Ensures proper maintenance and security of financial records and financial information systems, including adherence to data retention and confidentiality requirements;

Prepares and presents financial information to administrators, boards or other stakeholders to support informed decision-making;

Acts as a liaison with federal and state agencies with respect to financial matters;

Supervises professional, technical and clerical personnel assigned to the department;

May support the preparation of grant applications by ensuring the accuracy of all financial data;

May assist in developing grant budgets and monitoring grant expenditures to ensure compliance with funding requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting principles, practices and financial reporting methods; thorough knowledge of budgeting, fiscal management and internal controls; thorough knowledge of applicable federal, state and local laws, rules and regulations governing governmental accounting and fiscal administration; ability to develop, implement and evaluate accounting systems, fiscal policies and financial procedures; ability to analyze complex financial information, fiscal trends and financial projections and prepare comprehensive financial reports; ability to interpret and apply accounting standards, laws, rules and regulations; ability to use and evaluate financial management systems and related technology to support fiscal operations; ability to supervise, train and evaluate the work of professional, technical and clerical staff; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to maintain confidentiality of sensitive fiscal and personnel information; ability to exercise sound professional judgment in the administration of fiscal operations.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Accounting, Finance, Business Administration or comparable degree which included twenty-four (24) college credits in Accounting and five (5) years of post-degree paid accounting work experience, one (1) year of which must have included managerial or supervisory duties.

NOTE: Certification as a Public Accountant by the State of New York may be substituted for two (2) years of post-degree paid accounting work experience. Proof of certification must be submitted at the time of application.