

FISCAL STAFF ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a moderately complex nature which involves responsibility for a variety of fiscal activities in support of accounting operations within a department or agency. The work is performed under the supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares vouchers for grant reimbursement, including the preparation of all required financial statements and correspondence;

Reviews requests for expenditures and makes recommendations for approval based on availability of funds, appropriateness of request, etc.;

Assists in the preparation of the annual State Aid application and supplemental vouchers for reimbursement, as directed by an accountant or administrator;

Prepares cost reports as directed by an accountant;

Oversees the automation of fiscal operations and makes recommendations for the design of software;

Reconciles subsidiary ledgers with general ledgers;

Assigns and updates cost centers and monitors utilization of cost centers in order to determine appropriateness of assignments;

Acts as liaison between the department's administration and employees performing billing duties and provides technical assistance to these employees;

Assists in conducting internal audits required to ensure cost efficiency by reviewing operational records and gathering information;

Audits accounts-receivable subsidiary ledgers in order to compare bills and payments and identify delinquent accounts;

Prepares detailed reports of billing transactions and identifies discrepancies between department's records and third-party payors;

Prepares bills for reimbursement from third party payor sources (e.g., Medicaid, Medicare, Insurance companies);

Prepares monthly aging reports (i.e., outstanding payments) of accounts-receivable;

Prepares schedule of differences between billing and payment rates;

Maintains ledgers in accordance with department's standards;

Performs special projects, when assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of fiscal management, accounting and auditing; working knowledge of an automated payroll system*; ability to read and interpret written instructions; ability to understand and interpret tabular materials; ability to communicate effectively, both orally and in writing; ability to prepare written material including reports; ability to comprehend and prepare numerical and financial data for presentation to others; ability establish and maintain cooperative relationships with others; ability to use spread sheets and related software applications.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Accounting, Finance, Fiscal Management, Economics, or comparable degree and one (1) year of experience which involved accounting, fiscal and/or payroll management, auditing, or comparable field as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or

(over)

2. A Bachelor's degree or higher and two (2) years of experience in a public or municipal auditing, accounting or financial administration setting which involved accounting, fiscal and/or payroll management, auditing, or comparable field as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience).

NOTE: Strictly account-keeping, book-keeping or related clerical work will not be considered qualifying experience.

*To be demonstrated during the probationary period.

R.C.D.P. (03.04.2019) 11.19.2024
Competitive

11.01.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.