



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT: FISCAL ADMINISTRATIVE OFFICER

YATES COUNTY IS SEEKING APPLICANTS FOR <i>FISCAL ADMINISTRATIVE OFFICER</i> TO FILL 1 VACANCY			
Type of Appointment: Position Status: Classification:	Provisional Full Time Competitive	Rate of Pay:	\$27.64 per hour (2024 rate)
Location: Department:	Yates County Social Services	Contract:	CSEA, Group XI
Vacancy:	1 position currently vacant (May be hired as Fiscal Administrative Officer or Senior Fiscal Administrative Officer, dependent on education/experience)	Exam Date:	To Be Determined
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	Not Applicable (Exam will require a fee)
Posted:	December 18, 2024	Application Deadline:	January 6, 2025

FISCAL ADMINISTRATIVE OFFICER - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for developing and overseeing the accounting, auditing, and fiscal policies and procedures for the department. Duties will also involve assisting the Department Head/Supervising Authority in carrying out some of the administrative details of the agency including providing guidance and direction for various functions. Employees in this class will perform accounting, auditing and payment of bills, budget maintenance, and fiscal related duties requiring a good knowledge of accepted accounting principles. Work is performed under the direction of the Department Head with wide leeway for carrying out the duties of the position. Supervision is exercised over agency staff involved in fiscal operations and of the Department. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Utilizes account keeping, clerical, and auditing procedures which conform to generally accepted accounting principles and regulatory controls for municipal agencies according to New York State fiscal directives;
- Completes revenues/financial aid applications and makes appropriate recommendations as needed;
- Prepares and presents reports with respect to the agency's fiscal operation and budget;
- Reviews state and federal bulletins and directives relating to fiscal operations and determined how to coordinate new requirements into existing operations;
- Participates in formulating policy regarding fiscal operations;
- Acts as department liaison with representatives of other agencies and state or federal agencies on specific problems within the scope of responsibilities, including fiscal operations;
- May provide project management and guide implementation of new state system initiatives as directed;
- Assists in preparation of department budget by supplying data and projecting costs;
- Meets with various division or unit heads within the department to administer the department budget and maintain control of accounts;
- Establishes and maintains an accounts receivable system involving direct client billing;
- Conducts research to identify revenue sources and makes application for revenue and/or aid;
- Supervises subordinates in Accounting; trains, assigns work, and supervises agency staff involved in fiscal and clerical operations;
- Provides oversight and monitoring of individual performances;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting and auditing principles and techniques;
Good knowledge and understanding of a variety of computer software programs both commercial and proprietary;
Good knowledge of generally accepted accounting principles;
Good knowledge of concepts and practices of fiscal management, budgeting, and grant management;
Good knowledge of the laws, rules, regulations, and policies of the department;
Good knowledge of budget preparation;
Working knowledge of the programs and functions of the department;

Ability to present ideas clearly both orally and in writing;
Ability to establish satisfactory relationships with others;
Ability to plan, organize, assign and supervise the work of others;
Motivation to learn new tasks and functions to reflect the business needs of the Department;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma; **AND**
- b) Graduation from a New York registered or regionally accredited four-year college or university with a bachelor's degree in business administration, public administration, accounting, or a similar field, **and** four (4) years of experience involving the maintenance of a double entry accounting system including making journal entries, postings, and the preparation and analysis of financial and annual reports; **OR**
- c) Graduation from a New York registered or regionally accredited two-year college with an associate's degree **and** six (6) years of experience as described in (b) above; **OR**
- d) Eight (8) years of experience as described in (b) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**