



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

VACANCY ANNOUNCEMENT: SENIOR FISCAL ADMINISTRATIVE OFFICER

YATES COUNTY IS SEEKING APPLICANTS FOR SENIOR FISCAL ADMINISTRATIVE OFFICER TO FILL 1 VACANCY

Type of Appointment: Position Status: Classification:	Provisional Full Time Competitive	Rate of Pay:	\$31.22 per hour (2024 rate)
Location: Department:	Yates County Social Services	Contract:	CSEA, Group XIII
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

SENIOR FISCAL ADMINISTRATIVE OFFICER - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, assigning, and supervising major account keeping activities and/or independently performing difficult account keeping functions. 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 department staff involved in fiscal operations. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Directs the fiscal operations of the Department;
- Directly supervises subordinate staff engaged in a variety of fiscal including performance evaluations and training;
- Establishes and monitors practices and procedures to ensure the accurate and timely creation and execution of billing and revenue collection activities;
- Manages and supervises accounting and financial transactions to ensure they are within regulations;
- Develops procedures to ensure accurate record keeping and the timely creation and submission of statistical and fiscal reports required by Federal, State and local government;
- Develops and implements accounting and auditing procedures to provide complete and accurate financial records;
- Interprets Federal, State, and local fiscal policies and programs to necessary personnel;
- Performs cost benefit analysis of various programs and administrative functions;
- Prepares and analyzes required fiscal reports;
- Prepares long and short-term financial projections;
- Collects budget-data and prepares budget or meets with department personnel and other County officials to coordinate budget preparation;
- Ensures financial and clerical functions are performed efficiently and according to regulations;
- Assists in the creation of Departmental and program line-item budgets, ensures budgets are maintained utilizing financial software;
- Maintains inventory of all equipment in Department and manages the acquisition and distribution of equipment and supplies for fiscal purposes;
- Maintains ledgers and journals for all Departmental units and sub-departments, takes balances of all accounts monthly;
- Monitors economic trends and advises supervising authority regarding fiscal planning and cost analysis;
- Analyzes the fiscal environment within the Department and recommends improvements to policies and procedures, implements changes as necessary;
- Acts as Department liaison with other agencies regarding fiscal operations including audits;
- Performs other duties as assigned.

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

Thorough knowledge of modern general and governmental accounting, fiscal and auditing procedures, and budgeting and appropriation procedures;

Good knowledge of the principals of financial planning and analysis;
Good knowledge of the principles of general account auditing and systems auditing;
Ability to interpret and implement Federal/State/Local policies and directives, acquire a continuous working knowledge of agency affairs related to fiscal management duties and procedures,
Ability to analyze financial operations and recommend improvements;
Ability to prepare complete accurate financial reports and statements;
Ability to operate a personal computer and utilize common financial software;
Ability to plan and supervise the work of others;
Ability to communicate effectively and persuasively, orally and in writing;
Ability to exercise good financial judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Possession of a Bachelor's Degree in Business Administration, Public Administration, Accounting, or a similar field; AND six (6) years of experience involving forecasting, analyzing and managing financial operations, one (1) year must have included supervision; **OR**
- b) Possession of an Associate's Degree; AND eight (8) years of experience as described in (a) above; **OR**
- c) Ten (10) years of experience as described in (a) 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.**