

GENESEE COUNTY

EMPLOYMENT AND TRAINING FISCAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Oversees, coordinates, and has charge of the accounting and fiscal management functions of a local Employment and Training Program. These duties involve responsibilities for the performance of moderately complex professional accounting and related fiscal administrative tasks in development, examination, review or analysis activities related to fiscal management of Employment and Training Agency funds and expenditures. The work is performed under administrative direction of the Employment and Training Director or other high level agency administrator. The work entails responsibility for independently maintaining all Employment and Training accounts in proper balance and for furnishing periodic financial statements. In addition, depending upon whether the Employment and Training Agency sub-contracts portions of the program, the position may involve auditing accounts of sub-grantees for compliance with applicable laws, rules and regulations. Supervision may be exercised over the work of subordinate employees engaged in account keeping and financial administration activities. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Devises and oversees accounting and auditing systems and procedures to provide complete and accurate records of Employment and Training Agency financial transactions;

Contacts various Federal, State, and local representatives regarding Program funding and fiscal affairs;

May oversee and supervise subordinate staff engaged in a variety of financial operations;

Studies economic trends and advises agency staff regarding related fiscal planning and cost analyses;

Advises agency employees and sub-contractors of current fiscal requirements and reporting;

Keeps ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;

Oversees and coordinates the agency payroll functions for staff and/or clients;

Performs cost analyses to aid in program effectiveness and efficiency;

Implements and oversees Employment and Training accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;

May audit program agent or sub-contract accounts to ensure proper expenditures control of programs funds;

Prepares required fiscal records and reports.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

EMPLOYMENT AND TRAINING FISCAL MANAGER

Page 2

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of modern general and governmental accounting, fiscal, and auditing procedures and techniques including budgeting and appropriation practices; good knowledge of methods used in keeping financial accounts and records; good knowledge of modern fiscal terminology, practices, and procedures; ability to acquire a working knowledge of agency affairs related to fiscal management; ability to prepare complete and accurate financial reports and statement; ability to plan and supervise the work of others; ability to get along well with others.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and, **EITHER:**

A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business administration, economics, or other directly related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities, (such degrees must include or be supplemented by 18 semester credit hours in accounting) AND one year of accounting or auditing experience which must have been involved in the use of double entry books including the general ledger or other governmental agency books in involving appropriation accounting and the preparation of budget and financial reports;

OR:

EMPLOYMENT AND TRAINING FISCAL MANAGER

Page 2

B. Satisfactory completion of a minimum of 60 credit hours in a regionally accredited or New York State registered two year college including and/or supplemented by 18 semester credit hours in accounting AND three years of experience as defined in (A);

OR:

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: At least one year of experience as defined in (A) is required. In addition, at least two years of post high school educational training as defined in (A) is required; experience beyond three years cannot be substituted for this required two years of training.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 5/4/79

Revised 10/27/80, 8/30/96, 4/9/03