

FISCAL SERVICES MANAGER

STANDARD NO(S):

NYSSA: 2.2,11.1,55,60

DATE:

July 1, 2009

REVIEWED 12/09/2019

REFER TO:

John P Cleere

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for Fiscal Services Manager in the Seneca County Sheriff's Office.

III. DETAILS:

The Seneca County Sheriff has the ultimate authority and responsibility for the fiscal management of all components of the SCSO. A full time Fiscal Services Manager, employed by the Seneca County Sheriff's Office performs all fiscal functions related to the SCSO on behalf of the Seneca County Sheriff.

A. Employment Criteria – These duties involve independent responsibility for the performance of complex professional accounting and related fiscal administrative tasks in development, examination, review or analysis activities related to fiscal management of one or more SCSO funds and expenditures. The work is performed under administrative direction of the Sheriff or other high-level agency administrator. The work entails responsibility for independently maintaining all accounts in proper balance and for producing and analyzing periodic financial management reports. In addition, this position may oversee special projects or programs relating to financial management functions. Direct supervision may be exercised over the work of subordinate employees engaged in account keeping and financial administration activities. An incumbent of this position does related work as required. Typical work assignments vary and are outlined below as illustrative only:

1. Devises and implements accounting and auditing systems to provide complete and accurate financial records of the SCSO or SCSO's fiscal transactions;
2. Studies economic trends and advises SCSO staff regarding related fiscal planning and cost analyses;

3. Maintains ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;
4. Performs cost benefit analyses of various administrative functions and programs;
5. Manages and oversees accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;
6. May audit program agent or sub-contract accounts to ensure proper expenditures control of program funds;
7. Prepares and analyzes required fiscal records and reports;
8. Manages acquisition/distribution of equipment and supplies maintaining an inventory of equipment in the SCSO;
12. Analyzes the financial operation of the SCSO and recommends improvements and changes in financial policy;
13. Responsibility for insuring that SCSO financial functions are performed efficiently using updated information management technology;
14. Make long-term and short-term financial projections;
15. Interprets results and recommends financial direction;
16. Prepares monthly reports of the financial status of the SCSO to the Sheriff, Undersheriff.

B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

1. Good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices;
2. Ability to interpret Federal/State/local policies;
3. Ability to acquire a working knowledge of agency affairs related to fiscal management;
4. Ability to prepare complete and accurate financial reports and statements;
5. Ability to plan and supervise the work of others;
6. Ability to get along well with others;
7. Physical condition commensurate with the demands of the position;

8. Ability to analyze financial operations and recommend financial improvements;
 9. Thorough knowledge of Information Technology to needs of the department for Financial Management analysis.
- C.** The position of **FISCAL SERVICES MANAGER** must meet all civil service requirements.
- D.** The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.

MINIMUM QUALIFICATIONS: Either

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business administration, or other directly related field specifically structured to prepare individuals for work involving accounting (such degrees must include or be supplemented by 18 semester credit hours in accounting) and four years 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 involving appropriation accounting and the preparation of budget and financial reports, two years of which must have been in a full supervisory capacity; or
 2. Satisfactory completion of 60 semester 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 six years experience as defined in (1); or
 3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.
- E.** Seneca County is an Equal Opportunity Employer