

ASSISTANT FISCAL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of beginning level professional accounting work in maintaining a set of accounts and assisting in assigned phases of accounting work. Work assignments are received from an administrative or technical superior and work is performed within an established system of accounts. The volume of work and extent of detailed work performed will vary in different offices where the position occurs. Limited independent judgment is exercised in applying established accounting procedures. Work may include the supervision of a limited number of clerical personnel. Work is performed under the direction of the Chief Fiscal Officer. Work is reviewed through analysis of account and records and through discussions or problems or details encountered.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares financial statements, journal entries and bank reconciliations;
- Maintains individual accounts and general ledgers;
- Prepares vouchers for payment;
- Prepares budgetary status reports;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Good knowledge of basic accounting, principles, practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Ability to accurately prepare and maintain general journals and ledgers;
- Working knowledge of personal computers and office equipment;
- Ability to understand and follow detailed oral and written instructions;
- Ability to prepare special periodic financial reports;
- Knowledge of investment procedures and budgeting;
- Knowledge of payroll procedures and current tax procedures;
- Ability to interpret and apply accounting policies and practices as applicable to Federal standards;
- Ability to plan and supervise the work of clerical personnel;
- Accuracy;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in Business Administration, Accounting, or a related field; **OR**
- b) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Accounting or a related field and one (1) year experience in the area of accounts payable, accounts receivable, or financial review; **OR**
- c) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration, Accounting or a related field and three (3) years experience in the area of accounts payable, accounts receivable, or financial review; **OR**
- d) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience in the area of accounts payable, accounts receivable, or financial review; **OR**
- e) Any equivalent combination of training and experience as defined by the limits of (a), (b), (c) and (d) above.

5/23/01