

FISCAL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position requires basic accounting duties such as maintaining schedules for month and year end close, preparing deposits, processing utility bills, assisting with general ledger reconciliation and recording daily disbursements. This position is characterized by the frequent exercise of independent judgment within the Department. The incumbent receives direction from the Treasurer and Deputy Treasurer.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares schedules for month end close;
- Records daily disbursements;
- Prepares and records deposits;
- Audits vouchers for processing through the disbursement system;
- Processes utility invoice vouchers;
- Reconciles bank statements;
- 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 Excel and/or Lotus Spreadsheets and Microsoft Word;
- Good knowledge of computerized software accounting systems;
- Working knowledge of GAAP;
- Ability to gather, analyze and summarize fiscal problems and recommend solutions;
- Ability to understand and carry out oral and written directions;
- Ability to communicate effectively, both orally and in writing;
- Ability to make clear and accurate analyses of facts, figures and processes;
- Ability to present data, reports and comments clearly and concisely;
- Discretion;
- Tact;
- Courtesy;
- Good judgment;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Accounting or a related field, **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Accounting or related field and two (2) years fulltime, paid experience in the accounting or related field; **OR**
- C. Any equivalent combination of training and experience as described by the limits of (A) and (B) above.

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