

## **Fiscal Coordinator II (Promotional) Tompkins County**

**Department:** Office for the Aging

**Classification:** Competitive

**Labor Grade:** White Collar Grade 15

**Approved:** 4/23 by RP

**By:** RP, Commissioner of Human Resources

### **INTERGOVERNMENTAL PROMOTIONAL QUALIFICATIONS:**

Admitting Tompkins County Employees who currently hold, and have continuously held, at least three years of permanent or contingent permanent competitive class status in the title of Fiscal Coordinator

**OR**

### **DEPARTMENTAL PROMOTIONAL QUALIFICATIONS:**

Admitting Tompkins County Employees who currently hold, and have continuously held, at least five years of permanent or contingent permanent competitive class status in lower-level titles within the hiring department.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is primarily responsible for the supervision and management of fiscal and administrative functions of the department, including planning, organizing, and monitoring of financial management programs and human resource activities of the staff. The employee is responsible for recommending, developing, and maintaining the accounting and financial management systems. Budget preparation, monitoring, forecasting and analysis, including related reports, are also requirements of this position. An employee in this position exercises considerable interpersonal skills - teaching, guiding, and counseling both staff and contractors, as well as interfacing with the fiscal team at the New York State level. The work involves tight deadlines and handling of conflicting priorities. The work is performed under the general direction of the Department Head with considerable independent judgment and autonomy. Supervision is exercised over assigned subordinate fiscal personnel. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Supervises the postings to the internal financial system;
- Creates, monitors, and supervises all contracts and service agreements;
- Generates and submits required reports to NYSOFA and grant partners;
- Monitors the various administrative and fiscal procedures of direct and contract agencies to insure conformity and compliance with federal, state and county requirements;
- Performs annual fiscal monitoring of all subcontractors;
- Oversees all state claims and invoicing;
- Assists in financial planning and internal policy recommendations;
- Assists Department Head in preparation and management of the annual county budget;
- Develops and maintains a budget monitoring and analysis system;
- Prepares financial reports for the purpose of monitoring expenditures and revenues;

- Develops billing procedures and oversees fee collection; Supervises staff involved in revenue collection and interacts with the Finance Director and other professional staff as required;
- Collects and analyzes financial and program data.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles, procedures and terminology used in the organization and implementation of a financial management system;
- Thorough knowledge of computer operations with regard to data bases, spreadsheet and analytical software;
- Thorough knowledge of the procedures used in conducting cost analysis and project planning;
- Working knowledge of financial analysis;
- Ability to solve problems and define priorities;
- Ability to plan, organize, and present ideas clearly and concisely, both orally and in writing;
- Ability to assign and supervise work;
- Ability to analyze and organize complex data and prepare records and reports;
- Ability to interact effectively with other County departments; and
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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