

DEPARTMENT: **OFFICE FOR THE AGING**
CLASSIFICATION: **COMPETITIVE**
APPROVED: **MAY 26, 2022**

FLSA Status: **Exempt/Administrative**

FISCAL ADMINISTRATOR - OFFICE FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative support position involving responsibility for managing, monitoring and administering fiscal operations and service delivery of the Office for the Aging. The incumbent is responsible for assisting in the planning, organization and direction of Office for the Aging finances. The work involves fiscal policy development, implementation and interpretation; analyzing and monitoring program funds, grants and expenditures; developing accounting systems; furnishing periodic financial reports and overseeing account keeping activities; monitoring finances and reporting. The work is performed under the general supervision of the Director and in accordance with State and Federal laws and local rules. Wide leeway is allowed for the use of independent judgment in determining operating methods and procedures. Supervision may be exercised over the work of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, organizes, manages and monitors all financial activities and assists in the planning, organization, and direction of general financial operations in the Office;
2. Assists the Director with the development of the annual department budget and state annual implementation plan;
3. Supervises the preparation of quarterly reports and grant claims, and monitors expenditures including capital expenditures and revenue collections;
4. Plans, develops and implements policies, procedures and systems for fiscal issues in accordance with State and Federal laws and local rules including processes to monitor the effectiveness of departmental fiscal systems; policies related to billing and accounting, purchasing, and contract management; and new departmental fiscal management systems;
5. Oversees billing, payroll, contracts and other fiscal activities of the department;
6. Prepares paperwork related to position and personnel related matters including new hire paperwork, orientations, legislative resolutions, fiscal impact statements, position requisition forms, etc.;
7. Advises and consults with Director and staff on current fiscal and reporting requirements and control of expenditures and provides direction in the development, justification, and accounting procedures for all agency contracts with external vendors;
8. Assists with assessing aging service needs, gathers information and conducts studies on expanding and improving aging services in order to perform cost and budget analyses, financial forecasting feasibility studies and other accounting tasks to aid in program efficiency and effectiveness, and makes recommendations on findings;
9. Prepares and maintains periodic fiscal and statistical statements and reports for agency use;
10. Monitors departmental expenditures, capital expenditures, and revenue collections;
11. Oversees and monitors service programs, both direct and subcontracted, in accordance with state and federal requirements for both fiscal and service delivery; and maintains a regular schedule of reporting, proper documentation and provides timely feedback and recommendation based on findings to Director, and appropriate coordinators and subcontractors;
12. Provides direct administrative supervision for clerical personnel in the Office and provides training to staff on new and existing policies and procedures;
13. Assures efficient operation of Office's technical resources including information systems;
14. Researches and identifies new funding sources and resources for aging programs.

CONTINUED

FISCAL ADMINISTRATOR - OFFICE FOR THE AGING CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of governmental accounting and procedures of cost accounting; thorough knowledge of State and Federal practices, laws, rules and terminology regarding the administration of aging services financial programs; thorough knowledge of grant preparation, administration, principles, practices, laws, and regulations; thorough knowledge of financial administration including budgeting, purchasing, personnel administration, contract and payment negotiating and reporting; thorough knowledge of the principles, practices and procedures of aging services program administration; ability to plan and develop accounting systems; thorough knowledge of administrative management principles, practices and techniques; good knowledge of Federal, State, and other funding sources related to aging services activities; ability to analyze financial data and to make appropriate recommendations; ability to develop, implement and monitor policies and procedures; ability to develop and maintain effective professional relationships; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to establish good working relationships with others; resourcefulness in handling administrative problems; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class and must have served on a permanent basis for three (3) years as an Account Clerical III in the Niagara County Office for the Aging immediately preceding the date of exam.

OPEN COMPETITIVE: Candidates must meet one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in a business-related field and two (2) years of full-time paid administrative or office management experience which shall have involved maintaining computerized financial and personnel records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a business-related field and four (4) years of full-time paid administrative or office management experience which shall have involved maintaining computerized financial and personnel records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment.