

Fiscal Analyst II

The Position

The **Finance Department** is currently recruiting for a **Fiscal Analyst II*.** This position exists in the County Finance Department and involves responsibility for overseeing assigned County departmental financial operations. The incumbent coordinates the assigned department's reimbursement and revenue function. General supervision is received from the Fiscal Analyst III, Director of Fiscal Operations, Commissioner of Finance and/or Deputy Commissioner of Finance. Supervision and training of staff may be assigned temporarily as needed. General support of a variety of finance staff is provided. Does related work as required.

PLEASE NOTE: This position has been requested as part of the NYS HELPS Program, and an examination may not be required.

Qualifications

(A) *Graduation with a master's degree in Accounting, Mathematics, Public Administration, Business Administration or a closely related field; OR;

(B) *Graduation with a bachelor's degree in Accounting, Mathematics, Public Administration, Business Administration or a closely related field and two (2) years of experience in financial operations that shall have included accounting auditing and/or the preparation of financial reports; OR;

(C) A combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee

Salary

The annual salary range for this position is $66,378—$89,600.

How to Apply

Interested candidates should apply online at mycivilservice.schenectadycounty.com
Or
Submit a cover letter and resume to the attention of Jennifer Nelson, Deputy Commissioner of Finance, via email to: jennifer.nelson@schenectadycountyny.gov

Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis

Schenectady County offers exceptional benefits

Health Benefits
Medical, Dental & Vision
Prescription Drug
Flexible Spending Accounts

Retirement and Savings Plans
NYS Pension System
457(b) Deferred Compensation
529 College Saving Plan

Additional Benefits
Paid Holidays
Vacation, Personal, Bereavement, and Sick Leave
Paid Family Leave for Bonding with Child
Free Tuition at SUNY Schenectady and other Tuition Assistance
Gym Reimbursement
Free CDTA Bus Pass
Employee Assistance Program

About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:
www.SchenectadyCountyNY.gov.

Schenectady County Human Resources
620 State Street, 2nd Floor, Schenectady, NY 12305
(518) 388 - 4233 ● www.SchenectadyCountyny.gov

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Finance Department and involves responsibility for overseeing assigned County departmental financial operations. The incumbent coordinates the assigned department's reimbursement and revenue function. General supervision is received from the Senior Fiscal Analyst, Director of Fiscal Operations, Commissioner of Finance and/or Deputy Commissioner of Finance. Supervision and training of staff may be assigned temporarily as needed. General support of a variety of finance staff is provided. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

Coordinates overall County reimbursement/revenue function between departments and the Finance Department for assigned departments;
Ensures that assigned departments responsible for filing reimbursement claims maximize reimbursements by reviewing State and Federal claims, assuring claims are prepared accurately and meet claiming schedules;
Identifies departmental opportunities for cost savings and revenue maximization, makes recommendations for improvements, and works with departments as necessary to facilitate the maximization of revenue or cost savings;
Tracks submission of claims with receipt of revenues and reviews trial balance quarterly to assess and follow up on outstanding payments for assigned departments and those of any subordinates;
Monitors assigned departments revenues and expenditures to budget and works with the Director of Fiscal Operations Commissioner and Deputy Commissioner and departments to assure budget compliance;
Analyzes and reviews budgetary and financial data to develop revenue and expenditure projections for assigned departments;
Oversees the assurance that assigned departments have proper fiscal compliance and internal controls;
Assists the Director of Fiscal Operations, Commissioner and Deputy Commissioner in strategic financial planning with a focus on assigned departments;
Assists in the research and preparation of financial reports for use in budget preparation and fiscal decision making for assigned departments;
Assists in the preparation and production of the annual operating and capital budgets;
Assists in the preparation of the County's annual financial report to New York State through review and update (as needed) of the County's annual financial report to New York State through review and update (as needed) of assigned departments expenses and revenues;
Assists the Finance Management Team with the annual audit by supplying any requested information to the Finance Management Team;
May supervise subordinate employees as assigned.

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

Thorough knowledge of office terminology, practices and procedures; good knowledge of accounting, budgeting, auditing, and payroll principles and practices as related to municipal government; good knowledge of computer operations as they relate to an automated financial system; working knowledge of applicable federal, state and local laws and regulations; ability to evaluate and develop solutions for difficult and/or complex financial challenges; ability to organize and prepare complex financial and statistical data and reports; ability to plan and direct the work of others.

MINIMUM QUALIFICATIONS:

(A) *Graduation with a master's degree in Accounting, Mathematics, Public Administration, Business Administration or a closely related field; OR;
(B) *Graduation with a bachelor's degree in Accounting, Mathematics, Public Administration, Business Administration or a closely related field and two (2) years of experience in financial operations that shall have included accounting auditing and/or the preparation of financial reports; OR;
(C) A combination of training and experience as defined by the limits of (A) and (B) above.

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