

Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 05/14/2025

FISCAL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves supporting the fiscal management services within a department, focusing on day-to-day accounting, billing, and financial reporting tasks which involves the application of standardized account keeping practices. The work is performed under general supervision of higher-level staff in accordance with outlined policies and principals but calls for frequent exercise of independent judgement. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Audits and processes vendor invoices and vouchers;
Maintains department bookkeeping databases and spreadsheets;
Audits claims for payments rendered by various service recipients;
Determines allowable expenditure limits and computes total payment to vendor;
Prepares checks and keeps records rendered by grants, providers, services, or supplies;
Contacts vendors, employees, or others to obtain needed data as needed;
Receives cash payments, and maintains cash receipts and disbursements journal;
Compiles data and prepares routine financial statements, reports, and reconciliations;
Prepares purchase requisitions;
Files and maintains all records such as records relating to processing of invoices, vouchers, bills, reports, and correspondence;
Assists in operations of the department's State financial systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of general accounting principles, practices, and techniques; thorough knowledge of office terminology and procedures and familiarity with use of standard office equipment including computers; ability to understand and follow oral and written directions; ability to perform detailed work involving written or numeric data and to make arithmetic calculations rapidly and accurately; ability to prepare correspondence and reports; ability to acquire familiarity with departmental organization, functions, laws, policies and regulations; computer literacy.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in accounting or closely related field; **OR**
- (B) Possession of Associate's Degree in accounting or a closely related field **AND** two (2) years of experience in professional accounting; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in professional accounting.

Continued...

NOTE: Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

Adopted: 05/14/2025