

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

PRINCIPAL FISCAL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing the fiscal operations staff of the department in performing financial record keeping, auditing, and related fiscal functions. The work involves a high degree of independent judgment and involves participating in formulating accounting and fiscal policies, budgeting, and financial reporting. The incumbent is responsible for planning, organizing, supervising, and reviewing the work of the fiscal staff under the administrative directive of the Fiscal Services Administrator. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, assigns, reviews the work of subordinate fiscal staff;
Trains and supervises subordinate fiscal staff ensuring coverage of all unit activities and performing job and performance counseling as needed;
Tracks, audits, and monitors the department's general ledger accounts;
Investigates and corrects errors and issues in general ledger;
Reviews and audit claims to ensure payments are in accordance with State and Federal regulations;
Reviews and recommends changes in department reimbursement procedures to achieve higher reimbursement rates and to enhance financial reporting for managerial use;
Processes and tracks federal and state reimbursement and settlement monies to ensure the appropriate recording of information for reconciliation purposes;
Assists with providing documentation for Federal, State, and independent auditors throughout the year;
Assists in the formulation of policies and procedures for the business administration of the department;
Prepares journal entries for interdepartmental charges and transfers;
Reviews the checking of complex account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper coding;
Provides oversight of the department's State financial systems;
May assist in preparation of figures and reports for use in budget preparation;
May oversee grant activities, ensure compliance with requirements, monitor expenditure of funds, and research new funding sources.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accepted accounting principles and techniques and the ability to apply these in the performance of duties; thorough knowledge of computer spreadsheet software and accounting software; thorough knowledge of report preparation, budget preparation, and projection and expenditure control; ability to plan, and supervise the work of others; ability to establish and maintain successful working relationships with others; ability to understand and carry out complex oral and written instructions; good judgement and resourcefulness in solving complex administrative problems; ability to acquire familiarity with departmental organization, functions, laws, policies and regulations; computer literacy.

Continued...

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Master's Degree in accounting or closely related field; **OR**
- (B) Possession of Bachelor's Degree in accounting or closely related field **AND** two (2) years of experience in professional accounting; **OR**
- (C) Possession of Associate's Degree in accounting or a closely related field **AND** four (4) years of experience in professional accounting; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in professional accounting.

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