

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

SENIOR FISCAL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing advanced accounting and financial management duties, providing higher-level support in overseeing the fiscal operations of a department. This role includes more complex financial analysis and reporting responsibilities. The work is performed under general supervision with greater leeway for independent judgment in financial matters. The incumbent may supervise lower-level staff as assigned. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Complies required documentation for claims;
Prepares or reviews cash deposits for accurate postings into accounts, reconciles, and prepare reports;
Reconciles trust accounts;
Reviews the accuracy of financial records and ensures compliance with departmental policies;
Reviews the accuracy of computations and completeness or supervises the preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for Federal or State reimbursements;
Prepares or reviews audits claims for payments for services rendered to services recipients;
Prepares or reviews the preparation of checks rendered by grants, providers, services, or supplies;
Responds to routine inquiries from vendors and department employees regarding account payables matters;
Provides oversight and direct operations of the department's State financial systems;
Assists in training subordinate fiscal staff;
May supervise lower-level clerical personnel including distribution and review of work, coverage of all unit activities, and job and performance counseling.

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; ability to plan, assign and review 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.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in accounting or closely related field **AND** one (1) year of experience in professional accounting; **OR**
- (C) Possession of Associate's Degree in accounting or a closely related field **AND** three (3) years of experience in professional accounting; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) 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.

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