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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email [cchrs@chqgov.com](mailto:cchrs@chqgov.com)  
Phone (716) 753-4237 • Fax (716) 753-4686 • Website [www.chqgov.com](http://www.chqgov.com)

### **FISCAL SUPERVISOR**

Permanent Full-Time positions @ 40 Hrs./Wk.

Salary starts @ \$26.83/Hour

Including Full Benefits

The Chautauqua County Department of Mental Hygiene is currently seeking qualified applicants to fill an immediate full-time opening in the title of Fiscal Supervisor in their Mayville Office. This is a professional-level position involving the oversight of fiscal operational programs including the responsibility for costs, performance and personnel. Organizationally, this position may report either to an agency head or to an administrative-level fiscal manager. An employee in this class performs complex accounting operations involving fiscal policy, procedures and activities within the assigned function in the agency in accordance with established accounting principles and the requirements of relevant law and rules. Supervision is exercised over lower level supervisory account keeping staff and other clerical support staff. Does related work as required.

Position will be filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

All applicants must meet the minimum qualifications listed below and **MUST** submit an application available on the Chautauqua County Government's website: [www.chqgov.com](http://www.chqgov.com) click on "Employment" in order to be considered for the position. **No resumes, emailed or faxed applications will be accepted.**

Please mail completed applications to:

Chautauqua County Department of Human Resources  
Gerace Office Building  
3 North Erie St – Rm 144  
Mayville, NY 14757

Equal Opportunity Employer

### **FISCAL SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional-level position involving the oversight of fiscal operational programs including the responsibility for costs, performance and personnel. Organizationally, this position may report either to an agency head or to an administrative-level fiscal manager. An employee in this class performs complex accounting operations involving fiscal policy, procedures and activities within the assigned function in the agency in accordance with established accounting principles and the requirements of relevant law and rules. Supervision is exercised over lower level supervisory account keeping staff and other clerical support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides supervisory functions for various accounting units and monitors appropriation and revenue accounts for the Department;

Develops, revises and implements accounting systems and procedures to provide complete and accurate accounting for an agency's financial transactions;

Reviews and assesses various financial policies and procedures for compliance with State and County rules and regulations and for efficiency;

Reviews, prepares and ensures accuracy of financial reports as may be required by State laws and local rules;

Performs cost and budget analyses, financial forecasting feasibility studies and other accounting tasks to aid in program efficiency and effectiveness;

Prepares and monitors an annual budget as required;

Maintains ledger and journal accounts and balances and reconciles bank statements and accounts;

Prepares periodic fiscal and statistical statements and reports for agency use, or submission to State and Federal agencies;

Conducts internal audits, as requested, to determine adherence to state and federal financial mandates; reports findings and makes recommendations;

Interprets and communicates the impact of federal, state and local law upon policy and programs in areas of responsibility;

Assists the department head in the preparation of service contracts by collecting and preparing statistical reports;

Assists the department head in the preparation of a programs annual operating budget and application for grants by compiling and analyzing financial data;

Assists in planning, developing, administering and monitoring the departmental budget and advises units on budgetary priorities;

Advises and consults with department head and other staff on current fiscal and reporting requirements and control of expenditures;

Represents the department at various meetings as assigned;

May coordinate purchases for a department, verifies funds are available from appropriate accounts, prepares requisitions and maintains list of qualified suppliers;

May develop and prepare request for quote (RFQ), request for proposal (RFP) documents and analyzes them for conformance with state and local regulations;

May formulate, review and recommend approval of bid documents;

Uses personal computer to make financial inquiries, maintain records and make financial analyses.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of fiscal and auditing principles, practices and terminology as they apply to public agency accounting, budgeting and reporting systems; thorough knowledge of modern office terminology, procedures, equipment and business English; Ability to plan and supervise the work of others; Ability to develop and maintain accounting systems; Ability to prepare and analyze complex financial records, reports and statements; ability to conduct analytical studies and develop sound conclusions; ability to present ideas effectively both orally and in writing; ability to establish rapport and good working relationships with officers, employees and the public at all levels; Ability to communicate effectively both orally and in writing; Ability to operate a personal computer and utilize common office software programs; Ability to perform close, detail work involving considerable visual effort and concentration; physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree or higher in Accounting, Business Management or related field including or supplemented by the completion of 18 credit hours in accounting and three (3) years of accounting or auditing experience which must have included the maintenance or auditing of double entry books of a business including the general ledger or in maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports, one year of which shall have been in a supervisory capacity; **OR**
- B. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in Accounting, Business Management or related field including or supplemented by the completion of 18 credit hours in accounting and five (5) years of accounting or auditing experience which must have included the maintenance or auditing of double entry books of a business including the general ledger or in maintaining a

governmental agency's books involving appropriation accounting and the preparation of budget and financial reports, one year of which shall have been in a supervisory capacity;

**OR**

- C. Graduation from a two (2) year course with a diploma in accounting from a New York State registered Business school and five (5) years of accounting or auditing experience which must have included the maintenance or auditing of double entry books of a business including the general ledger or in maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports, one year of which shall have been in a supervisory capacity.