Est. 07/2025
Erie County
Comp.
CSEA JG: IX
BB/ceb

FISCAL OFFICER I

DISTINGUISHING FEATURES OF THE CLASS: This is professional fiscal work involving responsibility for performing and overseeing key components of departmental financial operations, including accounts payable, accounts receivable, and financial review, in accordance with county accounting procedures and applicable regulations. The work is characterized by the performance of moderately complex financial tasks requiring a strong foundation in accounting principles and familiarity with government financial operations. The incumbent may provide direction to clerical, accounting, or audit support staff and serve as a resource for resolving routine financial discrepancies and other general ledger issues. This title differs from Fiscal Officer II in the scope of duties and level of independent judgment exercised. Work is performed under the general supervision of a higher-level fiscal officer, auditor, or administrator. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Maintains and monitors departmental financial records in accordance with county policies and procedures.

Reviews and processes financial transactions, including invoices, vouchers, purchase orders, and payment claims.

Tracks expenditures and revenues across multiple accounts to ensure accuracy and budget compliance.

Prepares recurring financial summaries and statements for management and regulatory purposes.

Reconciles accounting records and resolves routine discrepancies in accounts payable and receivable systems.

Assists with the preparation of departmental budgets, budget modifications, and grant reimbursements.

Provides guidance and training to lower-level staff engaged in financial recordkeeping and data entry.

Communicates with vendors, auditors, and internal staff to address financial questions or concerns.

Applies accounting principles to maintain internal controls and ensure compliance with established policies.

Utilizes spreadsheets and financial software to analyze data and prepare fiscal documentation.

Performs related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of governmental accounting procedures and fiscal operations; good knowledge of federal, state, and local rules applicable to departmental financial activities; good knowledge of county accounting policies and internal financial procedures; working knowledge of budget preparation and financial tracking processes; ability to identify and/or resolve routine financial issues and discrepancies; ability to prepare clear and accurate financial reports and audit work papers; ability to communicate effectively and maintain professional relationships with staff and external parties; ability to organize work, meet deadlines, and maintain attention to detail; ability to understand and follow oral and written instructions; integrity, dependability, and sound professional judgment; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS

A.) Graduation from high school or possession of a high school equivalency diploma, and completion of twelve (12) credit hours in accounting; and six (6) years of full-time paid experience in accounts payable, accounts receivable, or financial review; OR

B.) Possession of an associate's degree* that includes at least twelve (12) credit hours in accounting; and four (4) years of full-time paid experience in accounts payable, accounts receivable, or financial review; OR

C.) Possession of a bachelor's degree* that includes at least twelve (12) credit hours in accounting; and two (2) years of full-time paid experience in accounts payable, accounts receivable, or financial review; OR

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

NOTE 1: *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

NOTE 2: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirement.