

DIRECTOR OF FISCAL ADMINISTRATION
(New York County District Attorney)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under the executive direction of the Chief Financial Officer and/or the Chief Assistant District Attorney, with wide latitude for the exercise for independent initiative and decision, serves as the Agency's Director of Fiscal Administration; performs related work.

Examples of Typical Tasks

Assists in the development and formulation of the Agency's policies; translates policies into working programs, and interprets policies as they pertain to fiscal matters.

Confers with the Chief Financial Officer to resolve issues and problems pertaining to the development and implementation of fiscal policies and procedures within the Agency.

Provides administrative supervision to staff who work in fiscal positions and in all monetary transactions.

Assists with all aspects of fiscal recordkeeping and control, including the receipt and disbursement of funds, internal and external auditing, development of systems and procedures, and the preparation of reports to City, State, and Federal agencies.

Performs related duties at the request of the Chief Financial Officer or designee.

DIRECTOR OF FISCAL ADMINISTRATION
(New York County District Attorney) (continued)

Qualification Requirements

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, and two years of satisfactory full-time professional experience in working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; economic planning, or fiscal management; 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above.
2. A baccalaureate degree from an accredited college or university and four years of professional experience in the areas described in "1" above, including the 18 months of managerial, administrative, or supervisory experience, as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the non-competitive class.