

DEPUTY DIRECTOR OF FISCAL ADMINISTRATION (KINGS DA)

General Statement of Duties and Responsibilities

This is a management class of position.

Under the executive direction of the Chief Financial Officer and/or the Chief Assistant District Attorney, with full latitude for independent initiative and decision making, exercises policy and administrative responsibility for all aspects of the King's County District Attorney's Office operations, administration, and operating budget.

Examples of Typical Tasks

Reporting to the Chief Financial Officer, the Deputy Director of Fiscal Administration manages key financial activities, including monthly spending analysis, quarterly financial reporting, and annual budgeting.

Develops fiscal programs, policies, and procedures for the Kings County District Attorney based on State and Federal laws.

Supervises the administrative staff, responsible for financial coordination, transaction management, procurement, vendor relations, billing and collections, records and supplies management.

Manages monthly, quarterly, and year-end financial closings and reporting for the agency.

May represent the Chief Financial Officer at meetings, hearings, or other events and may present on Office programs on their behalf.

DEPUTY DIRECTOR OF FISCAL ADMINISTRATION (KINGS DA) (continued)**Qualification Requirements**

1. A master's degree from an accredited college 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; in management or methods analysis, operations research, organizational research or program evaluation; labor market 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; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, 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.