

DIRECTOR OF BUDGET AND FINANCE

DISTINGUISHING FEATURES OF THE CLASS:

This is a high level professional accounting and supervisory position which involves responsibility for overseeing the fiscal operation of a major Dutchess County department, such as the Department of Mental Hygiene or the Health Department. The Director manages the preparation of the departmental budget and monitors all departmental spending and revenues. This position represents the department in contractual dealings with the budget offices of the state and/or federal agencies and with all local contract agencies. This position serves as chief fiscal advisor to the Commissioner and other management staff and is directly involved in the formulation of agreements. The incumbent may, at the request of the Commissioner, act as his/her representative. General supervision is exercised over professional, paraprofessional and technical staff of the department. The Director receives general direction from the Commissioner or designated management supervisory staff and is expected to exercise considerable independent judgement in the performance of responsibilities.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Oversees the preparation of departmental budget in conformance with all state and county guidelines and deadlines;
2. Attends departmental and legislative meetings concerning budget material and responds to any questions concerning budget content;
3. Develops accounting computer applications for the preparation of spreadsheets and reports;
4. Interprets and applies laws, rules and regulations affecting reporting requirements for state and federally funded programs;
5. Develops and establishes departmental fiscal procedures for daily deposits of patient fees, processing of vouchers for payment, billing of contract agencies, etc.
6. Prepares projections on various programs to determine the bottom line funding needed from funding sources;
7. Oversees preparation of schedules for State Aid Claims for departmental programs and contract agencies and ensures all work is completed on a timely and accurate basis;
8. Reviews budgets submitted by contract agencies for conformance with New York State guidelines and format and follows up on any necessary revisions and/or corrections;
9. Serves as a member of various policy making committees in the department, such as the Executive Council in the Department of Mental Hygiene;
10. Assists departmental staff in preparing all fiscal aspects of new programs (Request for Proposals), including the development of budgets; oversees the preparation of grant budgets;
11. Ensures that all auditors from Federal, State and County agencies receive assistance during auditing process and research all questions raised during the audit;
12. Prepares written responses to any audit exceptions which occur, and if necessary, makes procedural changes to remedy problems;
13. Reviews unexpended balance of funds reports and makes recommendations as to where funds can be transferred from to accommodate need;
14. Prepares resolutions, when necessary, to receive additional awards over current year's appropriation;
15. Prepares or directs the preparation of any financial reports requested by supervisor.

DIRECTOR OF BUDGET AND FINANCE (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting and auditing principles and practices, particularly as they relate to governmental accounting; thorough knowledge of funding sources available for governmental programs such as community mental health or public health programs; good knowledge of the principles and practices of supervision; ability to supervise the maintenance of fiscal records and preparation of financial reports; ability to interpret and apply laws, rules and regulations to accounting and financial transactions; ability to work with automated accounting systems; ability to analyze accounting records and financial statements and to draw logical conclusions; ability to delegate work and to supervise the work of others; ability to communicate both orally and in writing; ability to establish and maintain effective working relationships with others; good organizational ability; accuracy; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Business Administration, Public Administration, or a closely-related field and three (3) years of accounting or auditing experience, at least one (1) year of which must have involved working in a municipal setting or in a public sector agency such as a hospital or human service agency that receives government funding (i.e. federal, state, and/or county funds) and at least one (1) year of which must have involved supervision of other employees;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Business Administration, Public Administration or a closely-related field and four (4) years of accounting or auditing experience, at least one (1) year of which must have involved supervision of other employees;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration or a closely-related field and four (4) years of accounting or auditing experience, at least one (1) of which must have involved working in a municipal setting or in a public sector agency such as a hospital or human service agency that receives government funding (i.e. federal, state, and/or county funds) and at least one (1) year of which must have involved supervision of other employees;
- OR: (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration or a closely-related field and five (5) years of accounting or auditing experience, at least one (1) year of which must have involved supervision of other employees;
- OR: (E) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: The required one year of municipal or public sector experience and one year of supervisory experience may be served simultaneously as long as the required number of years in accounting/auditing experience is met.

BS0113

ADOPTED: 01/01/90 (Accounting & Reimbursement Agent)

REVISED: 07/01/91

02/10/09 3/12/14