

DIRECTOR OF FISCAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position responsible for managing all fiscal operations including budgeting, payment and claims and for the supervision of support services in the department. Responsibilities include the development and implementation of internal administrative policies and procedures, especially in fiscal and budgetary matters, in conjunction with the Department Head. In the Department of Behavioral and Community Health this position will also provide department-wide programming billing practices which will interface with all clinical services and the department's quality improvement program. Work is performed under the general supervision of the Department Head with wide leeway allowed in carrying out work assignments. General and direct supervision is exercised over subordinate staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Develops departmental budget in conformance with all Federal, State and County laws, guidelines and deadlines;
2. Monitors and evaluates existing programs and services to determine cost effectiveness maximum efficiency, and makes recommendations to Department Head and administrative staff on departmental budget, resources, and staffing;
3. Interprets and applies laws, rules and regulations concerning fiscal procedures and reporting requirements for federal, state and local programs;
4. Supervises the accounting office of the department, including establishing fiscal procedures and overseeing and controlling the issuance of monies to clients and vendors;
5. Prepares and monitors all appropriation and revenue accounts; tracks expenditures and revenues on a monthly basis and provides supporting material to transfer funds when necessary;
6. Attends departmental, executive and legislative meetings concerning budget material and responds to any questions concerning budget content;
7. Oversees departmental purchasing and makes decisions on acquisition of equipment and supplies;
8. Prepares a variety of financial statements and reports for Commissioner, executive and legislative branches, State and Federal offices;
9. Coordinates with Office of Central and Information Services to establish and provide programming billing practices;
10. Attends local and State meetings and conferences to maintain contact with professionals within area of responsibility and at the request of the Department Head or Supervisor may represent the department at various legislative and community meetings;
11. May negotiate with vendors for contractual services.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of budgetary practices and procedures in order to develop, monitor and implement a multi-million dollar budget;

Knowledge of supervisory principles and techniques in order to supervise a large subordinate staff of professional and support personnel;

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FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES: (Cont'd)

Knowledge of accounting and auditing principles and practices, particularly as they relate to governmental accounting in order to supervise the accounting unit of the department;
Knowledge of the policies, laws and regulations affecting behavioral and community health activities in order to recommend fiscal procedures and budgetary changes necessary to provide services to community;
Knowledge of public personnel practices and procedures in order to supervise subordinate staff;
Knowledge of a variety of word processing, spreadsheet and database management packages in order to prepare complex reports and financial statements;
Ability to analyze financial statements and budgetary information, draw logical conclusions and make reasonable projections;
Ability to interpret and apply laws, rules and regulations to accounting and financial transactions;
Ability to delegate work and supervise the work of others;
Ability to communicate effectively, both orally and in writing and to establish and maintain cooperative relations with staff of governmental and private agencies and the public;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Business Administration, Public Administration or a related field AND three years of administrative work experience, which included budgetary or financial planning or analysis PLUS supervision of other employees;
OR: (B) Bachelor's degree and four years of administrative work experience, which included budgetary or financial planning or analysis PLUS supervision of other employees;
OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

Note: Only education gained at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees is acceptable for purposes of qualification.

Note: Above administrative work experience must include both budgetary or financial planning or analysis AND supervision of other employees.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

Definition of administration: Work which primarily involves responsibility for the business oriented management of a large functional unit or organization, and includes such areas as accounting, budget, building administration, finance, personnel, analysis and development and overall direction; it would not include a supervisor of a direct service unit that spends a small amount of time on personnel, financial accounts and budget.

ADOPTED: 12/18/18