

CONTROLLER - DEPARTMENT OF HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Health, the incumbent directs and coordinates financial, fiscal and budget policies, programs, and procedures of the Westchester County Department of Health. This position is responsible for establishing and maintaining accounting and financial reporting systems pursuant to County requirements on a basis consistent with Federal and State regulations for the department and all contract agencies. Staff supervision is exercised over a number of professional and clerical employees in the department as well as contract agencies. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Studies and develops Department fiscal programs policies and procedures;

Seeks out new sources of funding through research into current legislation;

Seeks out new sources of revenue through the development of sliding scale fee schedules for the Department's many diversified clinical programs;

Coordinates the Department's activities in developing instruments, check lists, and rating scale for fiscal and program evaluation;

Recommends changes in administration, inter-agency relationships, budgeting and programs to improve the delivery of services to the public;

Supervises the preparation of quarterly reports for submission to the State Department of Health;

Supervises the preparation of monthly billings to various grant agencies;

Assists departments and agencies in understanding and conforming to fiscal operations established by the Department of Health;

Establishes Department of Health accounting and fiscal reporting systems pursuant to County requirements in consonance with State and Federal regulations;

Supervises preparation of financial reports;

Coordinates preparation of annual budget for the Department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of modern accounting and auditing theory and practice including adherence to the current rules of reporting as promulgated in the American Institute of CPA's Audit Guide, "Audits of State and Local Government Units"; comprehensive knowledge of EDP principles in financial management and control; comprehensive knowledge of financial accounting; cost accounting and county budgeting procedures; comprehensive knowledge of third party, Federal and other governmental directives concerning cost reimbursement, grant funding, etc.; comprehensive knowledge of office procedures and practices;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: (Cont'd)

ability to plan and direct the work of a substantial number of employees; ability to organize and initiate accounting systems for new programs; ability to write and speak effectively; ability to get along well with others; initiative; resourcefulness; integrity; Physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's degree* in Accounting, Business Administration or Financial Management and seven years of accounting experience, three of which must have been in Financial Management at the administrative or supervisory level; or (b) a Master's degree* in Accounting and six years of accounting experience, three of which must have been specialized as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.