

CONTROLLER - DEPARTMENT OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Social Services or designee, the incumbent is responsible for the establishment and maintenance of accounting and financial operations in the Department of Social Services to ensure the most efficient use of resources. The incumbent directs the development and preparation of the annual budget, establishes financial controls for all operations, assesses funding alternatives, directs year-end procedures for expenditures and revenues, and administers the development of computer processing systems to maximize productivity and implement cost-effective procedures. Supervision is exercised over a large number of professional and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements financial and budgetary policies in compliance with Federal and State regulations and County procedures;

Directs the development and preparation of the department's annual budget to integrate all sections prepared by assigned staff to solidify numbers and review supporting details;

Presents, recommends and defends annual budget to the Commissioner of Social Services, Budget Officer and financial consultants;

Reviews monthly activity reports and projections to monitor department's financial performance and develop long-range objectives;

Oversees and directs, through subordinate staff, the activities and functions of assigned units including Expenditure Accounting, Revenue Accounting, Financial Management, and Payroll to ensure efficient operations and a sound integration of functions among the units;

Analyzes accounting and financial operations and administers the development of computer processing systems to maximize productivity and efficiency;

Directs year-end financial closing procedures through consultation with unit managers reviewing expense accruals and revenue receivables;

Provides advice and consultation to management staff on strategic planning, financial projects and in decision-making relating to current and future projects;

Directs the development of a variety of financial and departmental management reports to keep abreast of activities and recommend improvements or changes as needed;

Consults with unit managers regularly to assess funding alternatives and provide for a full understanding of financial impact for all unit operations;

Establishes liaison with Federal, State and County departments to provide guidance and ensure mutual cooperation;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern accounting, budgeting and auditing theory and practice; thorough knowledge of financial, accounting and auditing processes used in the Department of Social Services; thorough knowledge of principles in financial management and control; good knowledge of automated financial system designs and techniques; ability to plan and direct the work of a substantial number of employees; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to communicate effectively orally and in writing; initiative; resourcefulness; integrity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* in Business or Public Administration, Accounting, Finance or Economics with a minimum of twenty-four credit hours in Accounting and seven years of experience were the primary function of the position was accounting, three years of which must have been in at an administrative, managerial, or supervisory accounting level.

SUBSTITUTIONS: Graduate* level education in the fields of Finance or Accounting may be substituted for the general experience listed above at the rate of thirty credits hours per year for up to two years of experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience

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