

## DEPUTY DIRECTOR FOR FISCAL ADMINISTRATION - C.M.H.S.

GENERAL STATEMENT OF DUTIES: Directs and administers the fiscal policies, programs and procedures of the Community Mental Health Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director CMHS, is responsible for all matters pertaining to the budgetary and fiscal preparation, control and administration, and for the establishment and maintenance of accounting and financial reporting systems in accordance with County, State and Federal regulations. Fiscal authority extends over the entire department as well as over all contract agencies. Supervision is exercised over a number of professional accounting and clerical employees.

### EXAMPLES OF WORK: (Illustrative Only)

Develops fiscal programs, policies and procedures for the department of CMHS and all its contract agencies based on State and Federal laws;

Formulates, presents and executes the CMHB budget for the County and New York State Department of Mental Hygiene;

Appraises and provides fiscal control over mental health, mental retardation, alcoholism and drug addition agencies, either directly operated under contract with CMHS in accordance with County, State and Federal regulations;

Assists department staff and all clinics and contract agencies in understanding and conforming to the fiscal and legal requirements and practices of the Community Mental Health Board, New York State Department of Mental Hygiene and Office of Drug Abuse Services;

Establishes CMHS accounting and fiscal reporting systems and procedures pursuant to County requirements in conformity with State and Federal regulations;

Develops all fiscal aspects of the County's annual mental health services plan, including the budget and program analysis of CMHS, the clinics, voluntary agencies, the Psychiatric Divisions of the Westchester Medical Center and the special project in Alcoholism and Resettlement;

Supervises the preparation of all financial reports;

Conducts internal departmental audits and external audits of contract agency accounts;

Conducts financial studies and makes recommendations accordingly;

Researches, develops and implements new accounting systems, controls and fiscal practices pertinent to all financial matters as they relate to CMHS and the contract agencies;

EXAMPLES OF WORK: (Illustrative Only) (Continue)

Responds to audits of CMHS and contract agencies by the New York State Controller's Office and U.S. Accounting Office;

Trains and supervises accounting and auditing staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern methods of fiscal planning and control, budget planning and execution, and retrospective and prospective fiscal analysis; thorough knowledge of auditing theory and practices; thorough knowledge of contract management; thorough knowledge of third party, federal and other governmental directives concerning cost reimbursement, grant funding, etc.; thorough knowledge of office procedures and practices; familiarity with EDP principles in fiscal management; ability to plan and direct the work of others; ability to organize and initiate accounting systems for new programs; ability to communicate effectively, both verbally and in writing; ability to get along well with others; initiative; resourcefulness; integrity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) a Master's Degree\* in Mental Health Administration, Public Administration, Health Care Facilities Administration or Business Administration and six years administrative experience, four of which must have been at a supervisory level in public or fiscal administration; or (b) seven years administrative experience, four of which must have included the specialized experience as stated in (a).

\*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 Education Department as a post-secondary, degree-granting institution.