

MANAGER-FISCAL OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner, Deputy Commissioner or Director-Fiscal Operations within a County department, an incumbent of this class participates and assists in the direction, coordination and implementation of short and long-range fiscal policies, programs and procedures as they relate to general fiscal operations, budgeting, auditing, financial analysis and reimbursement. Dependent upon departmental size, budget, and organizational structure, incumbents in this class function either as the departmental chief fiscal officer or deputy fiscal officer representing their Department in all matters pertaining to fiscal operations. Wide latitude is given for the exercise of independent judgment as incumbents supervise and monitor all financial procedures relating to general fiscal operations, budgeting, auditing, financial analysis and reimbursement. Supervision is exercised over numerous professional and technical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages the fiscal operations of a department/division by supervising, planning and implementing financial policies and procedures;

Ensures that methods used in accounting, budgeting, auditing and analysis are consistent with departmental policies and procedures and in compliance with regulatory standards and County guidelines;

Participates in controlling departmental expenditures by analyzing and reviewing statistical and financial reports detailing expenditures and cash management activities;

Manages and/or prepares the departmental budget by coordinating the compilation and reporting of data; evaluating data to forecast for future needs such as equipment, space and personnel, and by recommending alternative methods of operation to decrease expenditures in response to budgetary controls;

Provides essential information regarding financial policies and procedures to a variety of departmental managers and personnel to maintain consistency in relation to the overall operations of the department;

Monitors the departmental budget and consults with departmental management if reallocation of funds is needed to remain within budgetary constraints;

Monitors departmental expenditure and revenue reports to ensure sound cash management and control procedures;

Maintains effective liaison with Budget staff to effectively monitor expenditures, to discuss the release of funds as needed, and in preparing the annual budget;

Directs and/or participates in the preparation of the departmental Annual Report and the department's budget consistent with regulatory guidelines and procedures;

Evaluates financial and statistical reports to plan for short and long-term operational needs;

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

Assists in redefining financial reporting and cost control guidelines and procedures to increase efficiency or to ameliorate problem areas;

Establishes, modifies and/or maintains financial management information systems to ensure effective reporting and cost controls;

Keeps abreast of any changes in standards within the fields of accounting, budgeting, auditing and analysis to convey information and procedural changes to subordinates performing functions within these fields;

Participates in securing departmental grants and contracts and monitors the dispersal of funds to ensure that grant or contract implementation is in accordance with departmental guidelines as well as in accordance with contractual agreements;

Supervises and/or participates in preparing financial and statistical statements which include revenue and expense reports, operational status reports, cash flow management and cost control procedures;

Coordinates and/or assembles statistical data in areas of operation that provide services eligible for reimbursement;

Directs and/or prepares various cost reimbursement and statistical reports mandated by governmental and third party agencies which form the basis for reimbursement rate determinations;

Prepares detailed reimbursement forms requiring the use of complex reimbursement formulas for submission to applicable agencies;

Develops and maintains standard auditing mechanisms to reduce errors and to ensure accuracy and consistency of financial data;

Initiates audits of various departmental/divisional operations to ensure that reporting and auditing mechanisms are effective, or in response to problems revealed as part of ongoing financial and statistical reporting;

Evaluates findings to address issues of concern; resolves problems in procedure to greater enhance auditing mechanisms;

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

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs extensive);

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

Acts as departmental representative on all matters pertaining to fiscal operations, as assigned;

May perform other incidental tasks, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern accounting and auditing theory and practice, and Generally Accepted Accounting Principles; thorough knowledge of financial accounting, cost accounting, budgetary procedures, and financial statement preparation; thorough knowledge of financial management and cost control theory and practices; thorough knowledge of automated financial systems designs and techniques; thorough knowledge of office procedures and practices; working knowledge of applicable Federal, State and local laws and regulations; 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 communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; discretion; tact; accuracy; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* in Accounting, Business Administration, Finance, Economics or a closely related field, including satisfactory completion of 24 credits in Accounting, and seven years of experience where the primary function of the position was financial operations, three years of which must have been in a supervisory capacity; or (b) Master's Degree* in one of the aforementioned fields including satisfactory completion of 24 credits in Accounting, and six years of experience as defined in (a), three years of which must have been in a supervisory capacity; or (c) a satisfactory combination of training and experience as defined by the limits of (a) and (b).

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 recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.