

PROGRAM SPECIALIST (FINANCIAL AND ADMINISTRATIVE SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, an incumbent of this class plans, designs, coordinates and maintains departmental financial and budgetary activities in accordance with County Budget policies. Supervision may be exercised over support clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the preparation, development and monitoring of the departmental annual operating budget;

Designs and maintains financial and budget reports which correspond to the departmental operating divisions;

Develops productivity standards and uses them in an ongoing evaluation program of both individual positions and operational units;

Develops and implements selected policies and procedures using County reporting systems and internally developed computer applications;

Reviews claims and prepares departmental authorization forms for payment;

Designs or selects criteria for measuring program effectiveness and compliance;

Compiles and maintains records for LGFS accounts to verify departmental expenditures;

Analyzes unit expenditures by reviewing selected financial activities to provide accurate budget forecasts and to identify financial problems;

Compiles written reports of findings and recommendations insuring the accuracy and relevancy of all material;

Audits travel and meal claims and processes claims for payment;

Develops and maintains automated processing for a number of functions within the Division;

Performs related administrative functions to insure the effective operation of the unit.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of accounting theory and practice; good knowledge of statistical techniques and methods; ability to apply statistical formulas to pertinent data; ability to prepare complex financial and statistical reports; ability to identify problems and propose solutions; ability to analyze data and draw conclusions; ability to plan, layout and supervise the work of others; ability to communicate effectively both orally and in writing; tact; courtesy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, Finance or Economics and three years experience in financial analysis, preparation of operating budgets and financial reporting and controls.

SUBSTITUTION: Graduate School credit*s earned in pursuit of a Masters Degree* in Business or Public Administration, Accounting, Finance or Economics may be substituted for the required experience at the rate of thirty credits per year of 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 Education Department as a post-secondary, degree-granting institution.