

## PROGRAM SPECIALIST (FINANCIAL COMPLIANCE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class, located in the Department of Finance, is responsible for participating in the conduct of internal reviews designed to ascertain financial compliance with appropriate Federal, State and County policies, rules, regulations, laws and agreements. In accordance with generally accepted accounting principles (GAAP), duties include evaluating the financial integrity and effectiveness of program results of any County operation such as vendor payments; concession and franchise operations; payroll deductions, employee benefits, retiree payments, workers compensation assignment, premium receipts and reporting to third party administrators. Responsibilities also include providing administrative and programmatic support to managers throughout the department by performing research and other professional support tasks. This class differs from the Financial Compliance Examiner II by the scope and complexity of work assigned at the higher level which typically involves a greater degree of investigation and inquiry both within and outside of the department on compliance matters as well as responsibility for taking a lead role in the investigation of cases of suspected fraud. While supervision is not a responsibility of this class, training and guidance may be provided to administrative and clerical support staff as needed. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the examination of financial transactions, departmental accounts, eligibility determinations, contract reviews, contract rate and/or vendor payments and reporting to determine if the audited department is data entering accurate information; maintaining effective financial controls, and accounting for all resources and liabilities;

Evaluates financial reporting system(s) to determine if data is accurate, reliable and useful in providing data that impacts departmental processes such as contract and grant management; evaluation of insurance eligibility; vendor payments, inmate accounts, etc.; makes recommendations for improvements in departmental procedures;

Evaluates departmental processes in areas such as consultant staffing; payroll; payment of vendor contracts; equipment usage, etc. to determine the efficiency of operations; makes recommendations for change or improvement thereon;

Creates reconciliation reports for a variety of payment processing operations to check if payments are posted, and that appropriate adjustments are made to reflect recouped funds, arrears, delinquent payments, etc.;

Presents reports detailing the review of a department's processes, accounting and financial control systems by using automated systems and other analytics to demonstrate findings;

Prepares and reviews a department's billing of health contributions to ensure employees in leave without pay situations are accurately documented and accounted for;

Participates in the review of an audited department's internal controls and procedures; recommends methods for implementing more effective controls, as needed;

EXAMPLES OF WORK: (Illustrative Only)

Participates in the review of an audited department's legal and regulatory compliance controls to ensure effective oversight; recommends changes or enhancements to procedures to ensure timely response to mandates;

Attends conferences, seminars, training sessions, etc., as assigned;

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

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, theories, techniques and practices of internal and financial compliance auditing; good knowledge of governmental accounting theory and practice; good knowledge of the functions, processes, and principles of management; familiarity with electronic data processing capabilities; ability to identify problems and propose solutions; ability to gather and analyze data and draw conclusions; ability to research laws, rules, regulations and procedures governing an agency's operation; ability to prepare detailed factual and coherent written reports; ability to select and/or devise the appropriate auditing technique or method; ability to conduct interviews and investigations; ability to prepare oral presentations of audit findings; ability to plan and direct the work of assigned professional and clerical personnel; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; integrity; tact; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* in Accounting, Finance, Business Administration or a closely related field which must have included 24 credits\* in Accounting and two years of experience (pre or post-degree) in accounting or auditing, which must have included one year in a supervisory capacity.

\*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.

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

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