

SUPERVISOR-FISCAL OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises and coordinates the implementation of short and long range fiscal policies, programs and procedures as they relate to general fiscal operations, budgeting, auditing, financial analysis and reimbursement. Incumbents are expected to exercise independent judgment in planning and supervising the work of subordinates to ensure fiscal operations are in accordance with established departmental policies and procedures, as well as regulatory guidelines set forth by federal and state agencies. This class differs from the Accountant III and Budget Specialist III classifications, in that incumbents of this class are at a supervisory level over professional accountants and are responsible for department/division workflow and the evaluation of subordinate work performance. Supervision is exercised over a number of professional and technical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and coordinates the implementation of department/division financial policies and procedures by monitoring fiscal operations and ensuring that work performed is in accordance with established guidelines;

Plans and supervises the work of subordinates by directing workflow and evaluating performance;

Monitors the methods used in accounting, budgeting, auditing and analysis to ensure consistency and adherence to regulatory guidelines;

Establishes and/or participates in modifying and maintaining financial management information systems to ensure effective reporting procedures and cost controls;

Implements new guidelines and procedures to increase efficiency or to resolve problem areas;

Implements procedural changes in financial areas such as budgeting, reimbursement, auditing and analysis, as directed;

Supervises the accounts receivable, accounts payable and payroll functions in an automated environment to ensure the proper processing, control and recording of funds;

Monitors departmental grants and contracts to ensure compliance and the appropriate dispersal of funds; prepares reports on same;

Reviews and approves claims for reimbursement of services and ensures that incoming accounts payable are correct, appropriately recorded, and processed;

Prepares financial and statistical statements which include revenue and expense reports, operational status reports, cash flow management and cost control procedures;

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

Analyzes financial and statistical reports and makes recommendations to assist in short and long term financial forecasting and planning;

Assists in the preparation of the department/division budget by coordinating the compilation of data and by evaluating factors such as equipment and facility use and personnel staffing to form recommendations in the budget process;

Consults with the department's Budget Analyst regarding the allocation and dispersal of funds, and in gathering information for budget preparation;

Conveys changes in policies and procedures to staff to ensure consistency of work;

Evaluates work performance of subordinates, addresses problems in work activities, and helps subordinates develop ways of increasing work performance and productivity;

Assists superiors in recommending or denying employee increments, promotions, or disciplinary actions by providing progress reports and recommendations as required;

Attends meetings and conferences as assigned, and shares information to staff as appropriate;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern accounting and auditing theory and practice; thorough knowledge of financial accounting, cost accounting, and budgetary procedures; good knowledge of financial management and cost control theory and practices; good knowledge of automated financial systems designs and techniques; good knowledge of office procedures and practices; knowledge of applicable Federal, State and local accounting laws and regulations; ability to plan, supervise and direct the work of professional accountants; ability to organize and initiate accounting systems for new programs; ability to communicate effectively, both orally and in writing; 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; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; discretion; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* or Master's Degree* in Accounting, Business Administration, Finance, Economics or a closely related field, including satisfactory completion of 24 credits in Accounting, and five years of experience in financial operations, two years of which must have been in a supervisory capacity.

SUBSTITUTION: Candidates who qualify with a Bachelor's Degree in one of the above specialized fields, may substitute satisfactory completion of 30 credits towards a Master's Degree* in one of the fields stated above for one year of experience in financial operations. There is no substitute for the supervisory 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.

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