

SUPERVISING FISCAL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for the administrative fiscal management of the Mental Health, Substance Abuse, and Mental Retardation and Developmental Disabilities operations within the County of Delaware. Supervises and coordinates the daily operations pertaining to fiscal management, including but not limited to budgeting, payroll, accounts payable, accounts receivable, and state aid reimbursement for County operated programs. Has responsibility for contract management of contracted programs and services. Work is performed under general supervision of the Director of Community Mental Health Services. Supervision is exercised over the work of account keeping and office support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises the fiscal operation of various mental hygiene programs including accounts payable/receivable system; Prepares County and State budgets for County operated services; Collects, reviews, interprets, and analyzes financial and statistical data; Ensures records systems standards and adherence to state and federal policies, procedures, rules and regulations; Advises administration regarding impact of proposed changes to State funding mechanisms; Prepares financial and statistical reports according to current State mandates and procedures; Maintains appropriate internal control safeguards over financial areas; Provides data relating to revenue trends and projections to facility administration; Assists the Director in developing fiscal policy and procedures and communicates with all levels of management regarding fiscal policies and gives direction in implementation of these policies; Supervises contracted mental hygiene services; Reviews and approves budgets and claims for contracted programs; Assists in the preparation of the Local Governmental Plans for Services for submission to the New York State Office of Mental Health, New York State Office of Alcoholism and Substance Abuse, and the New York State Office of Mental Retardation and Developmental Disabilities as appropriate; Acts as agency liaison with all State agencies and contract agencies in fiscal matters; Oversees the payroll systems for County-operated programs, including interfacing with other agencies for personnel who are stationed with a County-operated program but are actually employed by another agency; Trains and provides supervision of assigned personnel; Reviews personnel performance; Develops and adheres to departmental policies and procedures; Assists the Director in personnel functions, handling disciplinary matters, grievance issues, workman's compensation, and Special Incident Review Process; Supervises the department's inventory control system, supplies, equipment and physical facilities.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of budgetary procedures and practices; Thorough knowledge of local and State laws and regulations affecting Mental Hygiene services; Ability to read and interpret regulations and policies; Ability to develop and write clear and accurate reports; Ability to establish and maintain cooperative relationships with all agencies the department conducts business with, including the public; Ingenuity and resourcefulness in handling administrative problems; Tact and courtesy; Superior judgment; Ability to plan and supervise the work of others; Ability to observe and perceive needs of the department; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Business Administration or Accounting, and four years experience in business administration or accounting, which shall have included three years of experience in a responsible administrative, managerial or supervisory capacity; OR
- B. Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree in Business Administration or Accounting and six years experience in business administration or accounting, which shall have included three years of experience in a responsible administrative, managerial or supervisory capacity; OR
- C. Graduation from high school or possession of a high school equivalency diploma and eight years experience in business administration or accounting, which shall have included three years of experience in a responsible administrative, managerial or supervisory capacity; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

Competitive

Approved 1/25/05