

# Fiscal Administrator Tompkins County

**Department:** Combined Health and Mental Health Position

**Classification:** Competitive

**Labor Grade:** Management Grade 88

**Approved:** Position Conversion 04/14/2017

**By:** AG, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered approved college or university with a Master's Degree in business administration, accounting, or closely related field **AND** three (3) years of full-time paid business administration or accounting experience preferably in a Health Care system environment, one year of which must have been in a supervisory capacity; **OR**

(b) Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in business administration, accounting, or closely related field **AND** five (5) years of full-time paid experience in business administration or accounting experience preferably in a Health Care system environment, one year of which must have been in a supervisory capacity; **OR**

(c) Graduation from a regionally accredited or New York State registered approved college with an Associate's Degree, or completion of at least 60 college credit hours of study, with a focus on business administration, accounting or closely related field **AND** seven (7) years of full-time paid business administration or accounting experience preferably in a Health Care system environment, one year of which must have been in a supervisory capacity; **OR**

(d) Any combination of education and experience equal to or greater than that specified in (a), (b) and (c) above.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a management position involving considerable independent responsibility for the supervision and coordination of the fiscal and administrative functions to support Mental Health and/or Public Health Department operations. The incumbent performs management functions including, but not limited to, policy/procedure development, budget, fiscal and business management, human resource management and supervision. As a management team member, the incumbent will need to possess a high degree of interpersonal skills in order to persuade, motivate or influence others, to present or defend matters involving sharp disagreement, and/or to facilitate meetings involving issues of great importance to the departments. The incumbent will have responsibility to prepare complex fiscal reporting documents as required by the New York State Office of Mental Health (OMH), Office of Alcohol and Substance Abuse Services (OASAS), and Office for People with Developmental Disabilities (OPWDD) and the Department of Health (DOH). The incumbent will evaluate OMH, OASAS, OPWDD and DOH fiscal guidance and recommend department policies/procedures in accordance with these rules. Internal contacts are across divisions within the department and across the two departments. External contacts are typically with professional associates and involve the development, funding and subsequent administration of programs or services. Work with clients is not necessary to perform the duties of this job. The work is performed under the general administrative direction of the Department Head or his/her Deputy. The employee will exercise a high level of autonomy and independent judgment when carrying out the details of the work in accordance with established guidelines, procedures, rules, regulations, and laws. An employee in this position is responsible for supervising all staff of the fiscal and operations unit. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Formulates policies and procedures related to the fiscal and business administration of the departments;
- Assists the Department Head in matters related to administration, budget, and office procedures;
- Advises department personnel on appropriate administrative and budgetary procedures;
- Secures budget estimates, makes budget studies and assists in preparation of the total budget;
- Prepares special administrative, statistical and financial reports as requested by the Department Head;
- Plans and supervises the collection, tabulation and analysis of financial and statistical data including completion of State Consolidated Budget Reports, Consolidated Fiscal Reports, Article 6 State Aid Application and claims, Diagnostic & Treatment Center Cost Report, Licensed Home Care Services Agency Statistical Report;
- Supervises and expedites the maintenance of fiscal records and the preparation of reports;

- Supervises assigned office staff and office functions;
- Performs related work necessary for the efficient execution of administrative functions of the department;
- Studies current business and accounting procedures and recommends changes to improve departmental functioning;
- Analyzes State Mental Hygiene Department, DOH, and related bulletins, directives and procedural material within their area of responsibility and develops administrative procedures to respond and maintain compliance;
- Coordinates with OMH, OASAS, OPWDD fiscal offices regarding direct services and contract agency matters;
- Tracks all Federal, State and local share revenues and disbursements and monitors compliance with budget and contractual obligations;
- Tracks grant awards, prepares grant related budgets and fiscal reports;
- Assists the Department Head in the development, negotiation, monitoring and supervision of all contracts and service agreements;
- Oversees and controls the department's supplies and equipment;
- Oversees department payroll functions in coordination with County Finance and Human Resources;
- Implements and oversees department accounting and financial transactions to ensure compliance with federal and state fiscal regulations;
- Solicits and acquires contracts for insurance reimbursement and managed care related to direct services;
- Manages and oversees at an administrative level, accounts payable and receivable of the direct services operated by the department;
- Provides administrative oversight of all business services of the Department, i.e., purchasing, payroll, and accounts payable and receivable;
- Conducts financial audits of department sub-contractors to ensure compliance with federal, state, and county requirements.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current business administration and fiscal procedures, practices, terminology, and techniques including budgeting and appropriate practices in Comprehensive Mental Hygiene and Health Service Delivery Systems;
- Thorough knowledge of the policies, laws, and regulations affecting Mental Hygiene activities and the changing Mental Hygiene and Health Service Delivery System;
- Thorough knowledge of current principles and practices of business administration, accounting and budgeting;
- Thorough knowledge of management information systems and computer operations, including database, spreadsheet and word processing applications; Thorough knowledge of government budgeting, fiscal management and Generally Accepted Accounting Principles (GAAP) as related to grant disbursement and general office accounting;
- Thorough knowledge of the principles and practices of public fiscal administration;
- Good knowledge of health care financial matters including insurance and related reimbursement systems;
- Skill in using computerized software systems and related peripherals and the ability to use them at an acceptable rate of speed and accuracy;
- Possess strong leadership and supervisory skills;
- Ability to analyze, prepare, format, and present complex data in complete and accurate reports;
- Administrative ability, including strong ability to define priorities, establish good teamwork, as well as train, evaluate, and supervise employees;
- Strong leadership, interpersonal skills and ability to work collaboratively with colleagues, service providers, community groups, other governmental agencies and public officials;
- Ability to prepare and present ideas clearly and concisely, both orally and in writing;
- Sound professional judgment, accuracy, integrity, resourcefulness, and attention to detail are required;
- Ability to analyze, prepare, format and present data in a variety of complex statistical reports;
- Strong ability to define priorities, establish good teamwork, and evaluate the work of others;
- The employee's physical and mental condition shall be commensurate to the demands of the position, either with or without reasonable accommodations.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

**Physical:** The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. Such work encompasses approximately  $\frac{3}{4}$  of a normal working day. As a result, the job may involve considerable visual effort. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. In respect to the physical demands of this position, there may considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. There is minimal risk of

injury or illness in this position.

**Mental:** The employee is required work closely and cooperatively in close physical proximity with others. The job does require considerable demands from extremely tight deadlines. The employee may occasionally be required to work alone.

**Environmental:** Almost all work is performed indoors in a temperature controlled environment. The work environment poses minimal, if any, exposure to disagreeable work conditions. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements.

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