

Fiscal Administrator Tompkins County

Department: Mental Health Department
Classification: Competitive
Labor Grade: Management Grade 90
Approved: Position Conversion 04/14/2017
Revised: 12/2022
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. 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**
2. 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**
3. 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**
4. Any combination of education and experience equal to or greater than that specified in (a), (b) and (c) above. Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position involving responsibility and independent judgement for the supervision and coordination of the fiscal, administrative, and operational functions of the Whole Health Department. The incumbent supervises financial and administrative functions including, but not limited to, policy/procedure development, fiscal, service billing, licensing, budget, administration, human resources, state aid, support staff, and operations. As a senior leader in the department, 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 department and community. The incumbent will have responsibility to prepare complex fiscal and service data 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 implement department policies/procedures in accordance with these rules. This position supervises the funding of OMH, DOH, OASAS, and OPWDD state aid contracts. This position evaluates internal programs to ensure administrative efficiency and financial sustainability. Internal contacts are across departments or agencies and concern development and implementation of projects and programs. External contacts are typically with high-ranking officials and administrators and involve the development, funding, and subsequent administration of programs or services. Work with clients is necessary to fulfil work objectives but is not a primary function of the position. The work is performed with extreme autonomy and encompasses a wide variety of divisions, programs, and major functional units with broadly stated guidelines. This position reports to the Commissioner of Whole Health.

An employee in this position is responsible for supervising a major division including the fiscal, billing, budget, administration, human resources, state aid, support, and operations units. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Formulates policies and procedures related to the fiscal, administrative, and business administration of the departments;

- Supervises state aid management and reporting;
- Supervises fiscal, billing, budget, administration, human resources, state aid, support, and operations staff;
- Prepares special administrative, statistical and financial reports to evaluate program performance and sustainability;
- Analyzes service billing data to identify trends and improvements needed to meet budgetary goals;
- Creates budget estimates and prepares the combined budget for the Whole Health Department;
- Directs department personnel on appropriate administrative and budgetary procedures;

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 Reports

- Supervises all Federal, State and local share revenues and disbursements and monitors compliance with budget and contractual obligations;
- Supervises grant awards and prepares grant related budgets and fiscal reports;
- Supervises the development, negotiation, and monitoring of all contracts and service agreements;
- Supervises departmental contracts, payments, claims, and reporting;
- Studies current business and accounting procedures and recommends changes to improve departmental functioning;
- Supervises and coordinates program licensing through applicable state agencies;
- 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 state OMH, OASAS, OPWDD, and DOH fiscal offices regarding direct services and provide contract agency oversight;
- Oversees department payroll functions in coordination with County Finance and Human Resources;
- Oversees HR and Civil Service functions of the department;
- 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;
- Supervises and expedites the maintenance of fiscal records and the preparation of reports;
- Supervises 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;
- Oversees and controls the department's supplies and equipment;
- Supervises related work necessary for the efficient execution of administrative functions of the department;
- 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;
- Thorough 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 high knowledge, skill, 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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