

# Fiscal Manager Tompkins County

**Department:** Mental Health Department

**Classification:** Competitive

**Labor Grade:** White Collar Grade 16

**Approved:** 6/2021

**By:** RP, Commissioner of Human Resources

## **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, Business Management, Public Administration, Accounting, or a related field **AND** four (4) years of experience in a senior level (or higher) account clerical title, an administrative title, as a bookkeeper, auditor, comptroller or any similar title which must have included planning, directing, coordinating and controlling financial and budget processes preparing, maintaining and analyzing financial accounts and records; preparing financial statements and/or performing statistical analysis; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Business Administration, Business Management, Public Administration, Accounting, or a related field (which shall have included or was supplemented by at least 12 credit hours in accounting) **AND** six (6) years of experience in a senior level (or higher) account clerical title, an administrative title, as a bookkeeper, auditor, comptroller or any similar title which must have included planning, directing, coordinating and controlling financial and budget processes; preparing, maintaining and analyzing financial accounts and records; preparing financial statements and/or performing statistical analysis; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of experience in a senior level (or higher) account clerk title, an administrative title, as a bookkeeper, auditor, comptroller, or any similar title which must have included planning, directing, coordinating and controlling financial and budget processes; preparing, maintaining and analyzing financial accounts and records; preparing financial statements and/or performing statistical analysis; **OR**

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

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

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

This position manages State Aid for the Mental/Public Health Department. For Mental Health services this includes writing and coordinating contracts, dispersing, managing, recording, and reporting state aid for contracted agencies. For Public Health services this includes preparation of the state aid application and filing of quarterly claims. This position involves the responsibility for the planning, supervision and coordination of the fiscal, operations, and human resource activities of the Department of Mental/Public Health. In addition to the supervision of administrative functions, fiscal operations, records management, personnel administration, and information technology services, the incumbent has the responsibility to analyze the non-clinical operational functions and make recommendations regarding policies and procedures for the administrative services area. The incumbent will have responsibility to prepare complex fiscal documents as required by the NYS Office of Mental Health (OMH), Office of Alcohol and Substance Abuse Services (OASAS), Office for People with Developmental Disabilities (OPWDD), Office of Public Health Practice, and other New York State Department of Health offices. The work is performed under the direction of the Fiscal Administrator in accordance with established policies and objectives, requiring the exercise of considerable independent judgment and autonomy. The work involves considerable demands from extremely tight deadlines and conflicting priorities. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Administers Federal/State Aid and local share revenue and disbursement;
- Manages all Federal/State Aid contracts/applications;
- Submits annual Federal/State Aid reporting including applications, claims, and the Consolidated Fiscal Report;
- Supervises fiscal unit and administrative staff;
- Supervises human resource and background check functions;
- Assists the Fiscal Administrator with the preparation and management of the annual county budget;

- Trends and projects Medicaid, Managed Care, and Insurance revenue data;
- Creates Federal/State aid and grant budgets;
- Works with the State Field Office and Office of Public Health Practice on programming and fiscal matters;
- Supervises the tracking and reconciliation of revenues and expenses;
- Supervises the posting to the internal financial system;
- Maintains and monitors the department financial system;
- Supervises accounts payable functions;
- Assists the Fiscal Administrator in formulating, administering, and assessing policies related to fiscal administration of the budget, program expenses, personnel, overtime management, and agency procedures;
- Administers the Mental Health Provider Data Exchange Programs for Tompkins County;
- Administers the State Financial System for Tompkins County;
- Monitors budgeting and statistical reporting of Mental Hygiene contract agencies to the Local Governmental Unit (LGU) and any applicable State Agency;
- Monitors the various administrative and fiscal procedures of direct and contract agencies to insure conformity and compliance with federal, state and county requirements;
- Assists the Fiscal Administrator and Deputy Commissioner in the creation, negotiation, monitoring and supervision of all contracts and service agreements;
- Performs complex fiscal analysis of direct and contract agencies;
- Prepares a variety of accounting, statistical, and narrative reports as required;
- Researches grant opportunities, assists in development of grant proposals, and, if awarded, oversight of grant implementation and management;
- Contact with clients may be necessary to perform job duties;
- Job involves considerable visual effort;
- Performs other duties as assigned.

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

- Thorough knowledge of current principles and practices of business administration, accounting and budgeting;
- Extensive knowledge of the policies, laws, and regulations affecting Mental Hygiene and Public Health activities;
- Extensive knowledge of computer operations with regard to database, spreadsheet and word processing applications;
- Extensive knowledge of governmental budgeting, fiscal management, and generally accepted accounting principles (GAAP) as related to grant disbursement and general office accounting;
- Thorough knowledge of principles and practices of public fiscal administration;
- Strong 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;
- Possess strong leadership and supervisory skills;
- High interpersonal skills and ability to work collaboratively with colleagues, service providers, community groups, and public officials to facilitate meetings and negotiations;
- Ability to prepare and present ideas clearly and concisely, both orally and in writing;
- Good judgment, accuracy, integrity, resourcefulness, and attention to detail are required.
- The employee's physical and mental condition shall be commensurate with the demand of the position.

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