

Fiscal Officer Tompkins County

Department: Mental Health Department

Classification: Competitive

Labor Grade: White Collar grade 17

Approved: Reclass 06/19/04

Revised: 01/11; 02/12; 4/13; 05/13; title change 01/30/17;

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in Business Administration, Public Administration, Accounting, or a related field **AND** four 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 much 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 Associates degree in Business or Public Administration, Accounting or a related field (which shall have included or was supplemented by at least 12 credit hours in accounting) **AND** six 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 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 involves the responsibility for the planning, supervision and coordination of the fiscal and non-clinical operational services of the Department of Mental Health. In addition to the supervision of all administrative functions, including general support services, accounting and billing functions, fiscal operations, records management, personnel administration, information technology services, and the representative payee program, 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 reporting documents as required by the NYS Office of Mental Health (OMH), Office of Alcohol and Substance Abuse Services (OASAS), and Office for People with Developmental Disabilities (OPWDD). The work is performed under the direction of the Commissioner/Deputy Commissioner in accordance with established policies and objectives, permitting the exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Plans, directs and coordinates all non-Clinical functions for the Department;
- Formulates policies and procedures for the fiscal and general administrative services of the Department;
- Assists the Commissioner with the preparation and management of the annual budget;
- Assists the Commissioner in the monitoring of the budgeting and statistical reporting of 14 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 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;
- Tracks all Federal/State Aid and local share revenue and disbursement;
- Tracks all fee for service revenue.
- Assists the Commissioner in formulating, administering, and assessing policies related to fiscal administration of the budget, program expenses, personnel, overtime management, and agency procedures;
- Researches grant opportunities, assists in development of grant proposals, and, if awarded, oversight of grant implementation and management;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current principles and practices of business administration, accounting and budgeting;
- Thorough knowledge of the policies, laws, and regulations affecting Mental Hygiene activities;
- Thorough knowledge of computer operations with regard to database, spreadsheet and word processing applications;
- Thorough 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;
- 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;
- Strong interpersonal skills and ability to work collaboratively with colleagues, service providers, community groups, and public officials;
- 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, either with or without reasonable accommodations.

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