

## MANAGER FOR FISCAL OPERATIONS

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for planning, directing and coordinating all activities in the fiscal division of the Ulster County Departments of Health and Mental Health. The incumbent has management responsibility in the fiscal division and will ensure compliance with all federal, state and local fiscal regulations. The work also involves assisting with the enforcement of the Ulster County Executive's goal of compliance with corporate and standard operation procedures. The work is performed under the general supervision of the Deputy Director for Administration and the Commissioner of Health and Mental Health. Supervision is exercised over subordinate staff assigned within fiscal division. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Manages all activities within fiscal division of the Ulster County Health and Mental Health departments, including accounting, claiming, accounts payable, accounts receivable, payroll and monitoring compliance with all federal and state regulatory agencies and governing programs;

Oversees the preparation, submission, monitoring and integrity of NYS Article 6, Office of Mental Health, Office of Alcoholism and Substance Abuse Services and Office of People with Developmental Disabilities state aid claims, including the Consolidated Fiscal Report (mental health) for the Health and Mental Health Departments;

Responsible for the fiscal grant management of health department grants, including the preparation of budgets and claims, budget monitoring and modification, and voucher traces;

Oversees the preparation of the annual Ambulatory Health Care Facility Cost Report for the Diagnostic & Treatment Center (D&TC) as well as the Licensed Home Care Service Agency (LHCSA) Statistical Report for the LHCSA operated by the Health department;

Ensures corporate compliance and compliance of standard operation procedures;

Enforces Ulster County Executive's goal of compliance in county government;

Assists with the preparation of the annual budget for the Health and Mental Health Departments by developing budget estimates and conducting comparative financial studies;

Provides technical assistance with respect to the preparation and reconciliation of state aid and grant fiscal documents;

Assists with planning, developing and implementing policies and procedures applicable to fiscal documents;

Assures staff compliance to provide complete and accurate records of all fiscal activities within the departments;

Manages and administers staff in the provision of all financial, accounting, audit control and reporting for the Health and Mental Health departments in accordance with statutory and regulatory requirements;

Prepares and presents complex statistical and financial reports assuring financial integrity;

Serves as liaison to state and grant funding source agencies for all fiscal matters related to funding programs;

Conducts meetings with fiscal division staff to review policies and procedures and fiscal activities;

Conducts performance evaluations of fiscal division staff;

Assists with the preparation and processing of health and mental health contracts with agencies and vendors.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of federal and state laws pertaining to the finance and the general functioning of county government; thorough knowledge of current financial accounting practices and procedures; good knowledge of electronic data processing as it applies to fiscal management; ability to systematize an effective accounting and reporting system; ability to plan, coordinate and supervise a variety of activities; ability to organize and supervise the work of others; ability to prepare complex written and oral reports clearly and concisely; ability to read, understand, interpret and apply complex written material such as laws, rules and regulations; ability to establish and maintain effective working relationships with internal and external personnel; ingenuity and resourcefulness in solving administrative problems; superior judgment; leadership.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Master's Degree in Business Administration, Accounting, Economics, Public Administration, or a closely related field and three (3) years of full-time paid or its part-time equivalent, work experience requiring supervisory or administrative responsibility for accounting or auditing detailed work which must have included maintaining or auditing double entry books, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in Business Administration, Accounting, Economics, Public Administration or a closely related field and four (4) years of full-time paid or its part-time equivalent, work experience requiring supervisory or administrative responsibility for accounting or auditing detailed work which must have included maintaining or auditing

double entry books, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; **OR**

C. An equivalent combination of training and experience as defined by the limits of A and B above.

ULSTER COUNTY  
4202 MGR FIS OP  
Classification: Proposed Non-Competitive  
NUMGT

Adopted: December 13, 2019