

MENTAL HEALTH FISCAL UNIT LEADER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the oversight of the highly complex fiscal and accounting functions of the mental hygiene system in Ulster County including the Ulster County Mental Health Department (UCMHD) and the Local Government Unit (LGU). The work is carried out in accordance with professional accounting and fiscal management standards. Compliance is assured with the regulations of the State of New York governing financial accountability with respect to State Aid from the New York State Office of Mental Health (OMH), the Office of Alcoholism and Substance Abuse Services (OASAS) and the Office of Mental Retardation and Developmental Disabilities (OMRDD). The work involves responsibility for the management of departmental fiscal affairs of the Ulster County Mental Health Department and oversight of the fiscal reporting of all agencies in the County that receive State Aid from OMH, OASAS or OMRDD. Work is performed under the general supervision of the department head with substantial leeway allowed for exercising independent judgment in planning and adapting accounting techniques. Supervision is exercised over the work of professional, paraprofessional and clerical staff within the unit. 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.

Departmental Responsibilities:

Ensures compliance with all billing and fiscal regulations to ensure integrity and accuracy of all records and transactions;

Directs the administrative activities of the fiscal unit of UCMHD, including accounting, accounts payable, billing, managed care and payroll and personnel; monitoring compliance with all Federal and State regulatory agencies governing programs;

Plans, develops and implements all policies and procedures applicable to the accounting and reporting systems of the department;

Plans, develops and implements all policies and procedures applicable to the payroll and personnel systems of the department;

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

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

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

Leads and participates in the budgeting and planning process by developing budget estimates, conducting comparative financial studies and preparing the annual budget for both the unit and department;

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Conducts meetings with unit staff to review policies and fiscal activities;

Serves as unit leader in all departmental and external meetings;

Conducts performance evaluations of unit staff;

Communicates unit issues and concerns to the appropriate management levels.

Local Government Unit Responsibilities:

Responsible for the preparation, monitoring and integrity of State finance documents including the Consolidated Budget Report, the Consolidated Fiscal Report and the year end Claims for UCMHD, and reviews and files same for all agencies within the County that receive State Aid from OMH, OASAS or OMRDD;

Provides technical assistance with respect to the preparation and reconciliation of State finance documents to agencies receiving State Aid;

Provides technical assistance to all agencies receiving State Aid with respect to the financial planning of new programs to be funded with State Aid;

Serves as the liaison to State funding sources for all fiscal matters relevant to State Aid.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current financial accounting practices and procedures; thorough knowledge of the techniques, practices and methods of administrative analysis; good knowledge of current computerized systems as it applies to fiscal management; good knowledge of laws, regulations, policies and practices as they relate to fiscal operations of the department; working

knowledge of the principles and practices of administration; ability to maintain financial records and statistical and narrative reports; ability to supervise and motivate staff in personal and professional growth ; ability to establish and maintain working relationships with personnel at all levels; ability to communicate effectively both orally and in writing; sound professional judgment; tact; accuracy; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Accounting, Business Administration, Economics, or related field (including or supplemented by eighteen (18) semester credit hours in accounting) and three (3) years of full-time, paid post degree accounting or auditing experience including two (2) years of experience in appropriation accounting and the preparation of budget and financial reports; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics, or related field (including or supplemented by eighteen (18) semester credit hours in accounting) and five (5) years of full-time, paid post degree accounting or auditing experience including two (2) years

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of experience in appropriation accounting and the preparation of budget and financial reports.

ULSTER COUNTY
4315 MH FIS LDR
Classification: Competitive
Grade: 20
Union: CSEA

Adopted: June 22, 2006