

Department: Mental Health  
Classification: Competitive  
Grade: 9M/C

SPEC DISK B3  
DOCUMENT 82

FLSA - EXEMPT

### **Mental Health Fiscal Services Administrator**

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

This is a high level fiscal management position responsible for directing all phases of the departments financial transactions, including internal monitoring tools and audit controls to ensure compliance with Federal, State, and local fiscal requirements. Incumbent performs cost and budget analyses, financial forecasting, feasibility studies and other accounting tasks to aid program staff efficiency and effectiveness. The work is performed under general supervision with wide leeway allowed in the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over the work of subordinate employees engaged in account keeping and financial administration activities, and trains employees in detailed account keeping procedures to ensure accuracy, efficiency and compliance with established programs, polices and procedures. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Prepares fiscal and statistical records and reports for department use;  
Plans and develops annual program budget in conjunction with the Director of Public Health and other administrative staff;  
Audits subcontractors and program accounts and offers technical assistance to ensure compliance with Federal State and local regulations and requirements;  
Oversees or personally keeps ledger and journal accounts;  
Balances and reconciles accounts;  
Coordinates the fiscal services with other activities of the department;  
Operates a personal computer to make financial inquiries, maintain records and reconcile budgets and analyze data;

#### **FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES:**

Thorough knowledge of the principles, practices and terminology of general and governmental accounting;  
Good knowledge of financial administration including budgeting and reporting;  
Good knowledge of office terminology, practices and procedures;  
Good knowledge of business arithmetic and English;  
Ability to devise and maintain accounting systems;  
Ability to prepare and analyze complex financial and statistical records, reports and statements;  
Ability to prepare and present complex oral and written reports clearly and concisely;  
Ability to operate a computer;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to plan and supervise the work of others;  
Accuracy;  
Good judgment;  
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 Bachelor's Degree in accounting,

business or public administration, economics or related field, including or supplemented by 18 semester credit hours in accounting, and three years of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR

- B) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by 18 semester credit hours in accounting and five years of the experience as described in A) above; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

Created:

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