

PUBLIC HEALTH NURSING COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve responsibility for administering, coordinating, and supervising business management activities including, but not limited to, ensuring timely submission of all accounts payable and receivable; Medicaid, Medicare, and other third party insurances. The work is performed under the general direction of the department head with considerable leeway in the exercise of independent judgment in daily operation of the business office. Supervision is exercised over the work of clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Maintains accounting and auditing systems and procedures to provide accurate records of financial transactions;
Oversees maintenance of several journals (cash receipts, Medicaid, Medicare, and Private Pay, etc.);
Maintains all departmental and expense accounts;
Advises the department head in regard to appropriate balances and fund transfers, taking monthly trial balances and quarterly income statements;
Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;
Prepares a variety of financial and statistical reports and analyses to comply with state and federal requirements and to provide pertinent information to the department head as a basis for decision making;
Responsible for handling all cash receipts and the transfer of these funds to the County Treasurer's Office;
Maintains data gathering system to determine statistical data used by auditors to complete cost reports;
Supervises administrative, clerical, and accounting functions of the agency;
Evaluates subordinate employees on an annual basis;
Assists in the preparation of the department's annual budget including estimation of revenues and expenditures;
Keeps abreast of the changes in the reimbursement system and the accounting field;
May coordinate the development and maintenance of computer operations in the department;
Supervises and oversees training of clerical personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices, knowledge of methods used in keeping financial accounts and records; modern fiscal terminology, practices and procedures; ability to prepare and complete accurately financial reports and statements; ability to plan and supervise the work of others; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (a) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Accounting, Business Administration, or a closely related field and two years of experience in the organization, preparation and application of financial operations which must have included the maintenance of double entry books of a business including the general ledger, or in maintaining municipal agency books involving appropriate accounting, and the preparation of budget and financial reports; OR
- (b) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in Accounting, Business Administration, or a closely related field and four years of 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.