

## **DIRECTOR OF FISCAL OPERATIONS (SOCIAL SERVICES)\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized administrative and professional accounting work of a complex nature involving a responsibility for the development and implementation of policies and procedures to ensure the accurate allocation of expenditures and for overseeing the daily activities of the accounting function in the Department of Social Services. The work is performed under the direction of the Commissioner of Social Services and in accordance with applicable laws, rules and regulations. Supervision is provided to a large number of clerical, technical and professional staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the financial operations of the department by planning, developing and implementing accounting, claiming and reporting systems to ensure accurate and compliant records of fiscal activities in alignment with federal, state and local regulations;

Contributes to the development and preparation of the department's comprehensive operational program and personnel budget;

Creates automated spreadsheet applications to monitor monthly expenditures, budget trends, program progress and annual financial forecasts;

Interprets federal and state regulations and policies related to program and grant requirements and develops policies and procedures to ensure compliance and maintain operational integrity;

Analyzes reports and statistical data to ensure accurate financial management and adherence to accounting practices;

Supervises a large team of professional and paraprofessional accounting personnel;

Supports the preparation of grant applications by ensuring the accuracy of all financial data;

Processes all reimbursement claims for grants;

Acts as a liaison with federal, state and County agencies with respect to financial matters;

Delivers oral and written presentations to communicate new or revised fiscal and accounting policies, grant requirements and contract provisions.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of accounting principles and practices, as well as local, state and federal laws and regulations that impact them; thorough knowledge of the fiscal management of departmental operations; good knowledge of local and state regulations governing the accounting and fiscal functions of the Department of Social Services\*\*; good knowledge of office management and administrative practices; ability to develop and implement fiscal policies and procedures; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to understand and interpret complex written material such as governmental regulations.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Accounting, Finance, or Business Administration which included or was supplemented by twenty-four (24) credits in Accounting and six (6) years of professional accounting experience, two (2) years of which must have included managerial or supervisory duties as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience).

**NOTE:** Certification as a Public Accountant by the State of New York may be substituted for two (2) years of the professional accounting experience.

(over)

\*This reflects a retitling of Accounting Supervisor, Grade A.

\*\*To be demonstrated during the probationary period.

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Competitive