

DIRECTOR OF COMPLIANCE***

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work of a complex nature involving a responsibility for overseeing the operations of the Resource Recovery, Special Investigations (Fraud) and Audit divisions of the Department of Social Services. The work is performed under the general direction of the Commissioner of Social Services and supervision is provided to professional, technical and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and administers policies, procedures and guidelines for the operation of the Resource, Special Investigations (Fraud) and Audit units in the Department of Social Services;
Supervises and directs the activities of professional and administrative staff;
Oversees the implementation of new or revised federal and state directives in the area of resource recovery, special investigations and fraud detection;
Oversees auditing functions within the department including development of comprehensive audit plans and reports under the principles of generally accepted audit procedures;
Meets with individuals and officials (both public and private) on compliance, resource recovery matters and fraud investigations;
Represents the department at a variety of meetings, forums and seminars related to all fraud matters deemed criminally prosecutable or in the administrative hearing process to disqualify recipients when warranted;
Develops and oversees unit operating budgets;
Prepares administrative and a variety of other reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of accounting and auditing; thorough knowledge of New York State Social Services regulations, as they apply to financial records, processes and accountability, eligibility and program integrity; thorough knowledge of the organization, operations and general function of the Department of Social Services*; ability to communicate effectively, both orally and in writing; ability to prepare reports, correspondence, and a variety of documents especially as they pertain to resource recovery, fraud referrals, financial and comprehensive auditing; ability to understand and interpret complex written material; ability to supervise both professional, technical and support staff.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Accounting, Finance or comparable curriculum which included or was supplemented by twenty-four (24) credits in Accounting and six (6) credits in Auditing and five (5) years of professional accounting experience**, at least two (2) years of which included municipal accounting and two (2) years of professional auditing experience, and included at least one (1) year of supervisory and/or managerial experience over professional accountants or auditors.

PROMOTION: Three (3) years of permanent status as an Accountant III or Senior Auditor.

*To be demonstrated during the probationary period.

(over)

**Professional accounting experience shall be defined as accounting experience gained upon completion of the required degree, as indicated in the minimum qualifications. Examples of duties and responsibilities that constitute professional accounting experience include, but are not limited to designing, developing, operating or inspecting accounting systems, developing and/or recommending accounting standards, policies and requirements, examining, analyzing, interpreting and presenting accounting data, using accounting information to recommend solutions operational and management problems and structuring of programs, implementing, and assessing internal control processes and systems, identifying and measuring revenues, and matching and evaluating revenues and expenses.

***This reflects a retitling of Director of Compliance and Resource Recovery.