

## **DIRECTOR OF FINANCE (MH)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is complex administrative and professional work involving a director level of responsibility for fiscal matters in a comprehensive human services agency. The work is performed under the direction of the Commissioner of Mental Health, but independent judgment is a necessary and integral characteristic of the job. Supervision is exercised over other professionals, technical and supervisory personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Gathers fiscal data and prepares budgets and various fiscal reports for funding agencies;  
Interprets fiscal guidelines for county, state and contract agencies;  
Supervises preparation of state aid claims and vouchers by checking them for accuracy and completeness and ensuring their timely submission to regulatory agencies;  
Maintains communications and cooperative relationships with federal, state and county agencies with respect to fiscal and general administrative matters;  
Develops monthly reports reflecting operational and financial data and implements corrective action when necessary;  
Plans and conducts staff meetings and conferences related to fiscal matters and represents Rockland County at Unified Services fiscal planning meetings;  
Develops and implements procedures to ensure the provision of program services while controlling costs in accordance with budget goals;  
Oversees accounts receivable, billing and fee systems, and monitors all payor sources in order to maintain an efficient purchasing and requisitioning system;  
Develops and maintains procedures to maximize third-party revenue, state aid, grants and maximum accountability under Unified Services;  
Formulates, in consultation with the Commissioner of Mental Health, clinical needs and service delivery programs and prepares reports, including the fiscal implications of such programs.

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

Thorough knowledge of accepted business administration and budgeting systems and procedures; good knowledge of office management and supervisory techniques; good knowledge of accounting principles and techniques and the local and state laws and regulations which affect them; working knowledge of federal and state laws and programs applicable to community mental health activities; ability to analyze and organize complex working processes, especially as related to fiscal matters; ability to express oneself effectively both orally and in writing; ability to prepare written material; ability to understand and interpret complex written material.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Business Administration, Accounting or closely related field and six (6) years of increasingly responsible accounting experience, at least three (3) years of which have been in a managerial and/or supervisory capacity involving supervision of at least three (3) other professionals.

**NOTE:** A Master's degree in one of the fields outlined above may be substituted for one (1) year of the required general experience. Certification as a Public Accountant by the State of New York may be substituted for two (2) years of the required general experience.