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.

R.C.D.P. (03.13.1986) 07.23.2015 - Job specification may be subject to further revision Competitive