

## **DIRECTOR OF FISCAL OPERATIONS\*\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional work of a complex nature involving the responsibility for establishing, implementing and overseeing fiscal policies and procedures. The work is performed under the general direction of a Commissioner and supervision is exercised over a number of professional, financial and account-keeping staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements policies and procedures to insure coordination of fiscal operations;  
Designs, coordinates and oversees the operation of an automated fiscal system, including the design of spreadsheet and database programs for use in financial and accounting functions;  
Prepares annual operating and grant budgets and related reports;  
Analyzes and interprets federal, state and local fiscal regulations and guidelines applicable to fiscal operations and policy;  
Supervises the preparation of reports required including those requested by the New York State Comptroller's office;  
Monitors expenditures and revenues and authorizes budget transfers;  
Establishes fiscal priorities to assure continuation of vital services;  
Acts as liaison with federal, state and county agencies with respect to fiscal and general administrative matters;  
Oversees all aspects of debt service including worksheet preparation, maintaining debt service payment schedules and the disbursing of funds to cover outstanding debt service liabilities;  
Supervises the preparation of annual cost reports and other documents;  
Coordinates all audits of any programs, including the preparation of fiscal documents and verbal written responses to audit reports;  
Analyzes the fiscal impact of new and existing programs;  
Oversees the accounting and financial operations such as accounts receivable, billing, and purchasing.

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

Thorough knowledge of business administration, budgetary, systems and procedures, accounting and financial principles and practices; thorough knowledge of the design and operation of automated fiscal and database systems; good knowledge of Federal, State and local fiscal regulatory policies; ability to develop and implement fiscal policies; ability to analyze and interpret complex written material; ability to communicate effectively, both orally and in writing; ability to plan, organize and supervise the work of others.

### **MINIMUM QUALIFICATIONS:**

A Bachelor's degree in Business Administration, Accounting, Finance, or a closely related field and six (6) years of increasingly responsible\* accounting and/or finance experience, at least two (2) years of which must have been in a managerial and/or supervisory capacity involving the supervision of professional financial and/or accounting staff.

(over)

**NOTES:**

1. A Master's degree in Business Administration, Accounting or Finance may be substituted for one (1) year of the general experience.
2. Certification as a Public Accountant by the State of New York may be substituted for two (2) years of the required general experience.
3. One (1) year of professional experience in municipal accounting or finance may be substituted for two (2) years of the general experience.

\*Increasingly responsible accounting or finance experience shall be defined as accounting or finance work that becomes progressively more complex, involving progressively more advanced-level principles of accounting and finance.

\*\*This reflects a retitling of Director of Fiscal Operations (PH).