

DEPARTMENT: HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: 06/25/84

FLSA Status: Exempt/Administrative 1/4/2010

HEALTH SERVICES FISCAL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Performs management functions including, but not limited to, budgeting, personnel management and supervision, fiscal and business management. This is a management position involving considerable independent responsibility for the supervision and coordination of the fiscal and operating affairs that are in support of Health Department operations. These duties involve responsibility for the performance of moderately complex fiscal administrative tasks in development, examination, review or analysis activities related to fiscal management of Health Department funds and expenditures. Assists in administrative functions as necessary. The work is performed under the general direction of the Public Health Director with latitude permitted for the exercise of independent judgment in carrying out assignments in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the formulation of policies and procedures for the business administration of the department;
2. Advises department personnel on appropriate administrative and budgetary procedures;
3. Assists the County Health Director in matters related to administration, budget, and office procedures;
4. Secures budget estimates, makes budget studies and assists in preparation of the total budget;
5. Prepares special administrative, statistical and financial reports as requested by the County Health Director;
6. Plans and supervises the collection, tabulation and analysis of financial and statistical data;
7. Supervises and expedites the maintenance of records and the preparation of reports;
8. Supervises assigned clerical staff;
9. Performs related work necessary for the efficient execution of administrative functions of the department;
10. Studies business and accounting procedures and recommends changes;
11. Interprets State Health Department and other bulletins, directives and procedural material within their area of responsibility and develops administrative procedures to implement them;
12. Reviews grant awards and audits the claims of grants;
13. Oversees and controls the agency's supplies and equipment;
14. Oversees and coordinates the agency payroll function;
15. Implements and oversees Health Department accounting and financial transactions to ensure compliance with Federal and State fiscal regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern business administration and fiscal procedures and techniques including budgeting and appropriation practices; good knowledge of methods used in keeping financial accounts and records; good knowledge of modern fiscal terminology, practices and procedures; ability to prepare and analyze complete and accurate financial and statistical reports; knowledge of health care financial matters including reimbursement systems; ability to train and supervise employees in office methods and procedures; ability to establish and maintain cooperative relations with other governmental and private agencies; administrative ability; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered approved four (4) year college or university with a Bachelor's Degree in business administration or accounting;

AND:

2. Five (5) years of business administration or accounting experience, at least three (3) of which must have been in a responsible administrative, managerial, or supervisory capacity involving planning, directing and coordinating the activities of subordinate staff in the major facets of budgeting and fiscal systems*.

SPECIAL NOTE: Experience in all areas of budgeting and fiscal systems must be defined in detail.