

## CLAIMS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the accumulation, consolidation, and reporting of complex fiscal and statistical information required by the federal, state, and local government in connection with claims for reimbursement of funds for categories of assistance provided through the County Department of Social Services. The work is carried out in accordance with federal, state, and local policies and procedures. The work is performed under the general supervision of the Deputy Commissioner of Social Services. General supervision is exercised over the work of subordinate clerical employees involved in the accounting, information gathering, and disbursement activities of the work unit. A Claims Manager does related work as required.

### TYPICAL WORK ACTIVITIES:

- Analyzes directives, bulletins, and informational material issued by the state in order to assist in developing local procedures to meet accounting and informational reporting needs;
- Supervises and reviews the checking of account keeping and statistical records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
- Consolidates accounting and statistical information into finalized periodic reports utilized in establishing reimbursement due the County by the state and federal government for various categories of assistance provided through the department;
- Oversees the timely periodic disbursement of funds to program recipients;
- Conducts correspondence pertaining to the work;
- Makes corrections and adjustments to accounting records;
- Traces transactions through previous accounting steps to determine sources of discrepancies;
- Reviews reports generated by the work unit to extract fiscal and management information utilized in establishing financial controls and forecasting budgeting needs;
- Analyzes operating procedures to devise more efficient methods of accomplishing work;
- Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedures;
- Represents the agency in interagency activities related to fiscal management;
- May act as a liaison with State Department of Social Services representatives to insure the integrity and accuracy of various kinds of agency information;
- Performs duties of position using an electronic data processing system to process, record, and report information.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of Social Services claiming methods; thorough knowledge of modern methods used in keeping financial accounts and records; thorough knowledge of the techniques of monitoring the expenditure and reimbursement of funds; good knowledge of business arithmetic and English; ability to readily acquire a familiarity with a variety of laws, regulations, and policies related to Social Services programs; ability to plan and coordinate the work of others; good judgement; integrity; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Five years of experience in the compilation of financial accounts and records -\* of which two years shall have also included responsibility for developing and providing recurring fiscal statements and/or reports on at least a monthly basis.

-\* Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in accounting may be substituted for four years of general experience in the compilation of financial accounts and records. No substitution is permitted for the required experience in developing and providing recurring fiscal statements and/or reports.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/29/92

claimmgr