

## Director of Administrative and Fiscal Services

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative fiscal position responsible for the supervision, management and coordination of all financial and supportive functions within the Cattaraugus County Department of Social Services. The Director of Administrative and Fiscal Services reports to the Commissioner of Social Services. The position includes oversight of a variety of support staff to facilitate the ongoing business duties of the department which include but are not limited to budget preparation, supervision of support staff and oversight and coordination of all fiscal matters involving all other units within the agency. A Director of Administrative and Fiscal Services does related work as assigned.

### TYPICAL WORK ACTIVITIES:

- Ensures compliance with local, state and federal regulations pertaining to budgeting, payment and claiming of all agency fiscal matters;
- Supervises Accounting, Information Technology and Administrative support staff including clerical and data entry units;
- Coordinates fiscal and administrative matters with Director of Services, Director of Income Programs and Deputy Commissioner as needed;
- Prepares and may present and interpret annual budget and provides guidance and assistance in other budget matters as directed;
- Collaborates with County Administration, other county departments and public entities on all financial dealings of the department;
- Coordinates fiscal planning activities and tracking of all expenditures of the department;
- Establishes accounting records and procedures to conform to local policy, state and federal requirements, and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;
- Prepares and transmits periodic and special financial reports to appropriate federal and state authorities and as required by the local agency, provides fiscal, statistical and business management information in support of state and federal grant applications for agency projects;
- Reviews transactions and makes postings to books of original entry including the general ledger and general journal;
- Analyzes the effects of transactions upon account relationships;
- Verifies and enters details of transactions as they occur or in chronological order;
- Classifies receipts and expenditures;
- Prepares Trial Balances;
- Maintains subsidiary ledger accounts;
- Prepares billings for amounts due the organization or agency;
- Performs duties and responsibilities of position using an electronic data processing system to process, record and report accounting data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of government and social service accounting and

programmatic principals and functions; thorough knowledge in keeping financial accounts and records; ability to plan and supervise the work of others; ability to prepare complete and accurate financial reports and to follow oral and written directions; ability to work constructively with others to understand and solve programmatic and fiscal issues; accuracy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by satisfactory completion of 18 credits in Accounting and/or Finance and four years of professional accounting\*\* or auditing\*\* experience which included two years supervisory experience. Possession of a Master's Degree in one including satisfactory completion of 18 credits in Accounting and/or Finance, may be substituted two years of the above stated experience.

OR

- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree including or supplemented by satisfactory completion of 18 credits in Accounting and/or Finance and six years of professional accounting\*\* or auditing\*\* experience which included two years supervisory experience.

\*\*DEFINITION: Professional accounting or auditing is the application of generally accepted accounting principles and knowledge in the analysis, review and interpretation of financial data, as well as the preparation and presentation of financial statements and other documents in such a way as to assist management with decision making; in the formulation of policies; with planning, evaluation and control of resources and assets; and to better manage and control the operations of the organization. The focus is towards formulating strategies, developing plans, providing tools to assist with decision making, production of financial statements and tax documents, etc., and not on the day-to-day recording, processing, review or reconciliation of financial transactions.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 6/26/17