

DIRECTOR OF FISCAL OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Department Head and/or their designee, an incumbent of this class functions as the Department's chief fiscal officer who directs, coordinates and implements the Department's short and long range fiscal, budgetary and grant policies, programs and procedures. Considerable latitude is given for the exercise of independent judgment as incumbents supervise and monitor all financial procedures relating to general fiscal operations, budgeting, auditing, financial analysis, grant administration, and reimbursement. In addition, the incumbent must make frequent operational decisions and maintain extensive liaison with various other unit heads in the Department and with outside department management personnel. The incumbent must maintain effective working relationships with funding and contractual agencies as well as local, state and federal regulatory agencies. The incumbent is also expected to represent the Department in meetings with other City officials, auditors, representatives of federal and state agencies, regulatory and contractual agencies. Supervision is exercised over a staff of fiscal and clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs, participates and supervises fiscal and clerical staff in the management of departmental fiscal, budgetary, grant, reimbursement, analytical and auditing operations and procedures;
- Ensures consistency and compliance with departmental guidelines, as well as adherence to local, state and/or federal regulations and mandates;
- Consults with the Department Head in defining departmental fiscal and budgetary goals and objectives; acts on behalf of the Department Head in coordinating, supervising and implementing these objectives;
- Establishes and implements a system of control procedures over departmental expenditures by monitoring accounts payable, payrolls and statistical and financial reports detailing expenditures and cash management activities;
- Directs the preparation and submission of the departmental annual audit cost reports, consistent with regulatory and accounting guidelines and procedures;
- Evaluates departmental expenditure and revenue reports to ensure sound cash management and budgetary control procedures;
- Monitors and manages the reallocation of funds as needed to remain within budgetary constraints;
- Analyzes all aspects of departmental fiscal operations and implements new and/or revised procedures and policies to ensure cost efficiency and optimal utilization of resources;
- Ensures that departmental and regulatory reporting mechanisms are in place for the submission of mandated record and reports to officials, governmental regulatory agencies and auditors;

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- Secures and/or participates in securing departmental grants and contracts and ensures that funding is used in accordance with departmental guidelines as well as in accordance with contractual agreements;
- Monitors departmental reimbursement rates to ensure consistency with departmental reimbursement submissions; evaluates prior reimbursement rates for analytical purposes and keeps abreast of trends in the field of forecast for changes in payment methodologies, as well as third party reimbursement procedures;
- Directs and participates in the preparation of the departmental budget by coordinating the compilation of data, convening with departmental managers to assess current operations and plans for future needs, and maintains extensive liaison with the City's Budget Office to ensure that the annual budget is submitted in accordance with City procedures and objectives;
- May monitors the automated payroll/personnel system and procedures to ensure the timely and accurate submission of documents required for the payment, reflection of personnel and personnel-related changes affecting department staff;
- Participates in meetings with the Department Head and managerial staff on issues such as staffing, equipment needs and requisitions, lease arrangements and capital expenditures;
- Keeps abreast on all issues regarding financial activities within all areas of operation, with particular attention given to changing laws and regulations, trends within the field, and the operation of other public safety agencies comparable in size to the City of Albany;
- Seeks new sources of funding through research into current legislation and grant possibilities;
- Keeps abreast of and implements new methods used to evaluate and measure the efficiency of fiscal operations;
- Supervises and directs the preparation of all mandated reports on fiscal and related activities to ensure the consistency of submissions;
- Represents the Department Head in all matters pertaining to the Department's fiscal operations by participating in meetings and conferences and maintaining extensive liaison with City officials, local, state and federal regulatory agencies;
- Attends meetings and conferences and informs the Department Head and staff of all changes affecting fiscal operations;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of modern accounting, budgeting and auditing theory and practice;
- Comprehensive knowledge of financial accounting, cost accounting and budgetary procedures;

- Comprehensive knowledge of financial management and cost control theory and practices;
- Comprehensive knowledge of automated financial systems, designs and techniques;
- Comprehensive knowledge of office procedures and practices;
- Working knowledge of applicable federal, state and local laws and regulations;
- Working knowledge of personal computers and office equipment;
- Ability to plan and direct the work of a number of fiscal and clerical employees;
- Ability to organize and monitor complex accounting systems in an automated environment;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships;
- Discretion;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree or higher and three (3) years experience in financial operations; **OR**
- b) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher and five (5) years experience in financial operations; **OR**
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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