



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **Director of Fiscal Management**  
Jurisdictional Class: Competitive  
Civil Division: Department of Social Services  
Adoption: CSM 07/18/23; 12/19/23

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for the financial planning and accounting practices of the Department of Social Services. This position involving considerable independent responsibility for the supervision and coordination of the budget and accounting practices of the department. Work is performed under the general direction of the Commissioner of Social Services and the administrative direction of the Deputy Director of Social Services, with wide leeway allowed for the use of independent judgement in carrying out work activities. Supervision is exercised over professional and support staff as assigned. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Assists the Commissioner in preparing and modifying the annual budget including reviewing budget requests for conformance to County policies and program direction;  
Develops and recommends to the Commissioner of Social Services financial objectives as well as policies and procedures for the department, including budgeting, accounting, cost and financial analysis, payroll, internal controls, and purchasing;  
Monitors and appraises the department's financial position and prepares periodic financial and operating reports;  
Establishes or recommends to the Commissioner policies and procedures to maximize revenues by managing the Federal and State claim processes;  
Functions as a team leader in developing and improving the financial knowledge of the department managers, relative to their division and the department as a whole, including interpretation of the impact of state directives on program and financial operations;  
Acts as liaison with federal, state, and county agencies with respect to fiscal and related administrative functions;  
Directs the accounting and financial operations such as claiming, accounts receivable, billing and purchasing and prepares materials and participates in audits of departmental accounts;  
Prepares reports required by regulatory agencies;  
Interprets and implements State policies and determines their effect on the Social Services Department;  
Monitors and tracks State allocation reports to maximize departmental reimbursement.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of generally-accepted accounting and financial management procedures;  
Thorough knowledge of budgeting procedures and practices;  
Good knowledge of state and local laws and regulations which affect local Social Services activities;  
Ability to plan, assign and supervise the work of subordinate staff performing a range of duties;  
Ability to prepare an annual budget involving differing fiscal years;

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Ability to develop effective working relationships with subordinates and other work contacts;  
Expertise in personal computing; Proficient in Microsoft Excel and Microsoft Word applications;  
Ability to prepare and analyze complex financial and statistical records, reports and statements;  
Ability to prepare and present complex oral and written reports clearly and concisely;  
Proficient with State computer systems used for payment processing and claim reimbursement;  
Accuracy;  
Sound judgement;

**MINIMUM QUALIFICATIONS:**

- (A) Possession of a master's degree from a regionally accredited or NYS registered college or university in accounting, business or public administration, economics or finance, or closely related field including or supplemented by 18 semester credit hours in accounting and one (1) year of supervisory experience in accounting, auditing, budgeting, and/or banking; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in accounting, business or public administration, or closely related field, including or supplemented by 18 semester credit hours in accounting and three (3) years of experience in accounting, auditing, budgeting, and/or banking, one (1) year of which must have been supervisory; **OR**
- C Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree including or supplemented by 12 semester credit hours in accounting and five (5) years of experience in accounting, auditing, budgeting, and/or banking, one (1) year of which must have been supervisory; **OR**
- D. An equivalent combination of training and experience as defined by the limits of "A", "B", and "C" above-

**NOTE:** Additional training beyond a bachelor's degree in accounting, business administration, public administration, or closely related field can be substituted for the required experience on a year-for-year basis up to two (2) years.

