



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	DIRECTOR OF ADMINISTRATIVE SERVICES
Jurisdictional Class:	Competitive
Civil Division:	Cayuga County
Adoption:	CSM 5/12/1999
Revised:	CSM 6/16/1999; 11/12/2008; 6/10/09; 5/29/15

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for directing the accounting operations and overseeing staff engaged in financial record keeping, claims preparation, auditing and related fiscal administrative functions. The work is performed under the general direction of the supervisor and the administrative direction of the department head with wide leeway allowed for the use of independent judgement in carrying out work activities. Supervision is exercised over the work of account keeping staff in the accounting divisions. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the maintenance of a variety of accounts reflecting the financial operations of the division;
Plans, assigns and reviews the work of subordinates;
Instructs and trains subordinates in account keeping and financial record maintenance procedures;
Participates in the formulation of fiscal and accounting aspects of department policy;
Assists in the preparation of the departmental budget and the annual financial report in conjunction with supervisors and department head;
Establishes, maintains and monitors appropriation, expenditure, and revenue accounts and records;
Analyzes financial impact and costs of new programs or program changes;
Responds to a variety of correspondence regarding fiscal matters of the department;
Prepares a variety of financial records, reports and statements as required by state and federal regulations;
Represents the department in dealings with representatives of state and federal agencies on specific problems within scope of responsibility;
Analyzes state policy memoranda, bulletins and regulations and develops fiscal procedures to comply with mandated requirements;
Prepares spreadsheets and forecasts the department's financial operations utilizing knowledge of a personal computer;
Performs cost benefit analyses of various administrative functions and programs;
Implements and oversees accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;
Oversees the maintenance and compliance of contracts with the department;
Oversees the billing operation of services billable by the department, including grants and NYS payments;
May supervise the oversight of equipment acquisition and distribution, as well as the equipment inventory;
May assign and supervise the ordering and maintenance of office and medical supplies;
May audit program agent or sub-contracts to ensure proper expenditure control of program funds;
Coordinates acquisition/distribution of equipment and supplies maintaining an inventory of equipment in department;
Supervises, assigns, reviews and evaluates the work of a number of accountants and/or support clerical personnel in an accounting operations;
May participate in disaster activities as trained and assigned;
Performs other duties as directed by a supervisor or department head.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping, checking and analyzing financial records and accounts;

Thorough knowledge of budgeting procedures and practices;

Thorough knowledge of office terminology, procedures, equipment and business English;

Good knowledge of local and state laws and regulations which affect local health services activities;

Ability to plan, assign and supervise the work of account keeping and clerical assistants;

Ability to assist in preparing the department budget;

Ability to make complex arithmetic computations involving fractions, decimals and percentages accurately;

Ability to analyze and organize complex data and prepare financial records and reports;

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to develop effective working relationships with subordinates and other work contacts;

Ability to perform close, detail work involving considerable visual effort;

Integrity and good judgement in solving complex account-keeping problems;

Expertise in personal computing.

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, including or supplemented by 18 semester credit hours in accounting, PLUS two years of experience in fund accounting, auditing, municipal budgeting or financial planning and analysis, one year of which must have been supervisory; **OR**
- (B)** Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in accounting, PLUS four years of experience in fund accounting, auditing, municipal budgeting, or financial planning and analysis, two years of which must have been supervisory.

