

Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 01/16/2020
Approved by NYS OTDA: XX/XX/XXXX

DEPUTY COMMISSIONER OF SOCIAL SERVICES - FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This is a high level administrative position responsible for establishment and maintenance of accounting and fiscal operations in the Department of Family and Community Services to ensure the most efficient use of resources. The incumbent directs the development and preparation of the annual budget, establishes financial controls for all operations, assesses funding alternatives, manages contracts, directs year-end procedures for expenditures and revenues, and administers the development of computer processing systems to maximize productivity and implement cost-effective procedures. Under the general direction of the Commissioner, an incumbent in this class exercises considerable latitude for the exercise of initiative and independent judgment in the formulation of local policies and procedures to affect the agency's goals. Supervision is exercised over the work of all subordinate professional, technical and clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees and directs fiscal operations for the department;
Oversees and reviews various accounting, statistical financial reports and makes recommendations for policy changes;
Directs and prepares policies and procedure for business and accounting practices and implements policies with various department division directors;
Oversees the preparation of department operating budgets;
Directs assignment and reassignment of administrative staff as necessary to carry out work of the department;
Responsibility for all matters involving procurement, payroll, contracting and selection of providers;
Provides oversight of Payroll and works with Audit and Control and Personnel Departments as needed;
Oversees and directs the preparation of contracts;
Implements and coordinates annual onsite contractor monitoring and evaluation visits;
Directs and oversees the preparation of Federal and State funding applications within each of the divisions;
Directs and oversees the procurement and maintenance of all supplies for department;
Provides oversight and technical support to divisions whose functions include accounting and statistical reporting;
Liaison with the Department of Information Technology regarding department Information Technology needs;
May represent the Commissioner in meetings with the Board of Legislators, Department Heads, and County Executive.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of current accounting principles and practices; thorough knowledge of accounting, budgeting, payroll; thorough knowledge and experience in personnel administration, thorough knowledge of policies, laws and regulations as they relate to administrative activities; thorough knowledge of public administration; ability to understand and carryout complex written and verbal instructions; ability to establish and maintain cooperative relations and possess strong interpersonal and motivational skills; ability to perform and analyze detail work and make informed recommendations and decisions based upon analytical data.; ability to lead, plan, evaluate and direct the work of others.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Master's Degree in Accounting or Business Management, or a closely related field, including or supplemented by at least 24 semester credit hours in accounting, **AND** four (4) years of supervisory experience in administration, accounting, and budgeting; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Accounting or Business Management, or a closely related field, including or supplemented by at least 24 semester credit hours in accounting, **AND** six (6) years of supervisory experience in administration, accounting, and budgeting.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- 2. Statewide Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment.

Adopted: 11/25/2019

Revised: 01/16/2020