FINANCIAL OPERATIONS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs professional accounting procedures to ensure maximum utilization of department’s fiscal/financial resources. The incumbent is responsible for the financial operations of the department and in particular, the securing of grant monies for the department. Work involves a high degree of independent judgment and advanced accounting knowledge. Responsibilities include the independent management of fiscal operations such as payroll, accounts payable, financial reporting and control, grants and contract management, budget preparation and other related fiscal activities. Unique to this position is the forecasting of revenues and expenditures and securing necessary funding for future programs. This position is characterized by the frequent exercise of independent judgment on technical accounting problems. The incumbent reports to the Commissioner. Supervision may be exercised over clerical/fiscal staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs professional accounting and financial management activities in a complex automated accounting environment;
- Maintains complex automated accounting records, preparation of financial statements and reports, cost analysis, and statistical statements, studies and forecasts;
- Prepares and certifies all financial reports required;
- Monitors financial operations such as: accounts receivable/accounts payable, payroll, vouchers, mileage reimbursements, purchasing of supplies and materials, etc.;
- Monitors and allocates the expenditure of funds to ensure cost control within allocated cost accounts; recommends the transferal of funds as needed;
- Implements accounting and cost control procedures;
- Develops and maintains database of potential funding sources, status of grant applications, status of existing funding, and all other grant-related activities;
- Reviews governmental and private publications, computer data bases, and Internet service to research the availability of other funding sources;
- Prepares monthly, quarterly and annually annual financial disclosures;
- Prepares a variety of follow-up and evaluative reports after receipt of grant funding, as required;
- Prepares annual departmental budget in accordance with established procedures;
- Prepares responses to audit reports and compiles supporting documentation required by regulatory authorities;
- Performs related fiscal/administrative functions to ensure smooth and effective departmental financial operations;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

SEE REVERSE
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, theories, techniques and procedures of modern accounting and auditing including cost accounting;
- Good knowledge of computerized accounting software;
- Good knowledge of personal computer applications and office equipment;
- Ability to apply established accounting and auditing principles and techniques;
- Ability to maintain a complex accounting system in an automated environment;
- Ability to understand and follow complex oral and written directions, regulation, laws, etc.;
- Ability to gather, assemble, consolidate and analyze facts and draw conclusions;
- Ability to communicate effectively, both verbally and in writing;
- Discretion;
- Tact;
- Resourcefulness;
- Initiative;
- Sound professional judgment;
- 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 in Accounting, or closely related field, and one (1) year full time paid experience in governmental/municipality accounting; 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 in Accounting, or closely related field, and two (2) years full time paid experience in governmental/municipality accounting;