

DEPUTY NURSING HOME ADMINISTRATOR FOR FISCAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing a variety of accounting and business management duties related to financial management, payroll, and data processing functions at the Willow Point Nursing Home. The incumbent is responsible for overseeing the maintenance of financial and payroll records, preparing financial reports and developing and maintaining the fiscal and operating affairs of the Department. The incumbent has agency-wide responsibility for assisting in the implementation of the mission of the Department through the participation in the planning, development and attainment of departmental objectives and by overseeing the administrative services. Work is performed under the general direction of the Administrator of the Nursing Home and/or Broome County Fiscal Officer with considerable leeway permitted for the exercise of independent judgment in carrying out assigned duties. Supervision is exercised over Accountants, clerical support staff, and other Fiscal staff members. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the preparation and maintenance of financial records including general Ledgers and journals;

Oversees and assists with payroll operation to ensure accuracy and completeness;

Oversees the development, implementation, and maintenance of automated accounting systems by converting manual systems to track cash balances, expenditures, and revenues;

Oversees the development of instructions for the use of automated accounting systems resolves related problems and trains employees to use the systems;

Oversees the performance of studies to determine feasibility of converting manual account and record keeping operations in Willow Point Nursing Home automated systems;

Develops cost accounting procedures with WPNH Department Heads and assists in the development of revenue;

Develops security guidelines for use of financial systems by user departments;

Implements, analyzes, and modifies accounting software systems with assistance from data processing department and software supplies;

Oversees the application of current accounting pronouncements relevant to government;

Prepares a variety of financial and statistical reports to comply with Federal and State requirements and to provide pertinent information to county officials;

Assists the Administrator in overseeing the financial administration of the various units for efficient and effective operations;

Assists in financial planning including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and the State;

Makes budget studies and assists in the preparation of the total budget;

Maintains contacts with all departmental units, with other departments and with community groups in areas of this professional responsibility;

Interprets bulletins, and other directives and procedural material within this area of responsibility and develops administrative procedures to implement them;

Makes feasibility studies of administrative changes to improve operations;

May study, plan, develop, and implement use of data processing equipment to meet department needs;

Assists with the coordination of the line and staff functions within the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of modern public governmental fiscal administration, including internal auditing, accounting, and fiscal management;

Thorough knowledge of the principles, practices, and terminology of general and governmental accounting;

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Thorough knowledge of financial administration including budgeting and reporting;

Good knowledge of officer terminology, practices, and procedures;

Good knowledge of business arithmetic and English.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited New York State registered college or university with a Master's Degree in Accounting or Business Administration and either:
- 1) two years accounting experience in a long-term health care organization, or
 - 2) four years' experience in accounting and financial management; OR

- B) Graduation from a regionally accredited New York State registered college or university with a Bachelor's Degree in Accounting or Business Administration and either:
 - 1) four years accounting experience in a long-term health care organization, or
 - 2) six years' experience in accounting and financial management; OR

- C) Completion of a minimum of 60 semester credit hours at a regionally accredited New York State registered college of university including or supplemented by 18 semester credit hours in accounting and either:
 - 1) six years of accounting experience in a long-term health care organization, or
 - 2) eight years' experience in accounting and financial management; OR

- D) Equivalent combination of training or experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.