

PROGRAM SPECIALIST (CORRECTIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting in the development and control of financial systems for the Department of Corrections. The incumbent exercises a fair amount of independent judgment in analyzing, evaluating and providing advisory recommendations for the accurate and efficient operation of financial reporting systems. Supervision may be exercised over a small number of subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Monitors and ensures the appropriate application of established financial procedures and guidelines to ensure the consistent administration of fiscal services;

Participates in the establishment and maintenance of procedures for the fiscal control of all funded projects;

Supervises and monitors fiscal operations relating to programs for the housing of inmates to maximize the collection of revenues for the department;

Supervises and monitors the Department of Correction's bail, inmate and commissary accounts;

Assists in the activities of the department's financial operations by analyzing existing systems and developing procedures to enhance fiscal operations;

Creates and reviews requisitions and purchase orders against specifications and catalogues utilizing a computerized/automated purchasing system;

Makes recommendations to correct problems in financial operations;

Conducts analytical reviews of variance between actual and budgeted expenditures;

Conducts fiscal studies and interprets findings for managerial action;

Prepares statistical and fiscal data for mandated financial and budgetary reports;

Develops historical data for the preparation of budgets including the determination and analysis of past code factors, demographic, etc.;

Reviews all fiscal reports, vouchers, and other fiscal documents relating to funded programs to ensure accuracy and completeness;

Designs reporting systems to track and project revenues;

Confers with the County Finance Department and other County representatives on problems arising in connection with payments for claims and other related issues;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Conducts special studies and projects as assigned;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, theories, techniques and procedures of modern accounting and auditing including cost accounting; ability to apply established accounting and auditing principles and techniques in a governmental operation; ability to communicate effectively, both orally and in writing; ability to understand and follow complex oral and written directions, regulations, laws, etc.; ability to maintain a complex accounting system in an automated environment; ability to gather, assemble, consolidate and analyze facts and draw conclusions; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software; discretion; tact; resourcefulness; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or equivalency diploma and either: (a) Bachelor's Degree* in Business Administration, Public Administration, Finance, Economics or Accounting and two years of experience where the primary function of the position was fiscal management, accounting or auditing; or (b) six years of experience as described in (a); or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C2584
Job Group: X