

MANAGER - FINANCIAL PLANNING AND CONTROL  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Directs and analyzes the financial activities of the Lower Hudson Regional Information Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director - Lower Hudson Regional Information Center (RIC), an incumbent of this position is responsible for overseeing, directing and analyzing the financial operations of RIC. The incumbent's primary responsibilities include analyzing cost structures, cost containment options, and pricing policies of RIC services and advising the organization of changes in the market, pricing structures, or economic climate (e.g., changes in state aid). In addition, this position oversees the billing of RIC services, the development of pricing structures, preparation and monitoring of budgets, and the analysis of financial operations within the units that comprise RIC. This position is distinguished from a comptroller in that this position is largely involved in the analysis of program costs, cost analysis and cost containment as opposed to overseeing and managing funds. Supervision is exercised over support personnel involved in billing services.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and sets objectives for office/financial management staff of the Regional Information Center;

Advises organization management of factors impacting costs of services, revenues, and expenditures;

Analyzes service costs, price structures, RIC services rendered and makes recommendations on cost containment for both current and proposed projects or services;

Develops, prepares and monitors budget for RIC and makes adjustments as required;

Prepares revenue and expense reports in order to assess program revenues and expenses and to develop cost containment options;

Develops and issues RIC service guides, price lists and district contracts;

Prepares monthly revenue/expenditure reports for each coser and analyses unit revenues and expenses;

Prepares special analyses as required by the Director;

Oversees and maintains building leases, service contracts, issuance of RIC purchase orders, hardware and software purchases;

Oversees the maintenance of departmental personnel and civil service records and files.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and techniques of cost analysis and cost containment; good knowledge of cost allocation techniques; administrative and supervisory ability; ability to compile and organize financial data in order to develop alternatives and recommendations; ability to communicate effectively both orally and in writing with top level management as well as subordinate personnel; ability to establish and maintain effective working relationships; ability to understand and follow complex oral and written instructions; integrity; resourcefulness; initiative; sound professional judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Bachelor's Degree in Finance, Business Administration or Accounting and three years of experience in general or cost accounting, including or supplemented by one year of experience in a supervisory capacity; or (b) a Master's Degree in Finance, Business Administration or Accounting and two years of experience as in (a) above including the supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.