

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1920700

Veterans Homes Finance Officer, M-2

Brief Description of Class

Veterans Homes Finance Officer manages the billing and fiscal functions and prepare the revenue budgets for the five New York State Veterans Homes operated by the Department of Health.

This position is classified only at the Department of Health.

Distinguishing Characteristics

Veterans Homes Finance Officer: supervisory level; under direction of the Director Health Institution Financial Administration, M-4, provides data and reports, revenue tracking, and forecasting to each New York State Veterans Home facility and the central office to support fiscal planning and monitoring of fiscal activities; and supervises professional and other support staff engaged in financial operations.

Illustrative Tasks

Evaluates billing and fiscal functions to determine the most optimal organizational structure.

Assesses the program's admission and debt collection processes.

Eliminates delays in obtaining Medicaid eligibility determinations.

Oversees reimbursement for short-term rehabilitation and skilled nursing care funded by Medicare.

Oversees and manages the Office for Health Facilities Management's procurements.

Manages the implementation of a recent Electronic Medical Retention System procurement.

Participates in the implementation of a developing Strategic Plan procurement.

Participates in the development and implementation of an accounting and auditing procurement.

Minimum Qualifications

Open Competitive: bachelor's degree in healthcare administration, business administration, finance, accounting, or a related field, and five years of professional financial experience in a healthcare field. Two years of the experience must have been at a supervisory level.

Substitution: master's degree in healthcare administration, business administration, finance, accounting, or a related field may substitute for one year of the non-supervisory experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

7/2025

EXG