

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

Classification Standard

***Occ. Code 1920500***

**Supervisor Veterans Home Fiscal Administration, M-1**

Brief Description of Class

Supervisor Veterans Home Fiscal Administration positions direct all financial operations at the New York State Veterans Homes operated by the Department of Health (DOH). Positions oversee accounting, payroll, business office, and purchasing functions; provide fiscal planning services; and develop and monitor operating budgets.

These positions are classified at DOH's Veterans Homes.

Distinguishing Characteristics

*Supervisor Veterans Home Fiscal Administration*: one position classified at each Veterans Home; directs all financial affairs and supervises professional and other support staff engaged in financial operations.

Related Classes

Business Officers provide direction and control of business administration, fiscal, and support service activities at facilities operated by the Office of Mental Health and the Office for People With Developmental Disabilities. Positions plan, organize, direct, and control the activities of all business support departments; oversee the preparation of facilities' annual budgets; and prepare and monitor facility contracts.

Illustrative Tasks

Develops, maintains, and reviews financial statements, annual operating budgets, cash flow projections, capital outlay and fixed assets schedules, and Medicaid reimbursement activities for the facility.

Develops, implements, reviews, and revises fiscal policies and procedures; and presents policies and procedures to employees, residents, family members, and visitors.

Assists department heads with the interpretation of financial data to develop budget estimates, ensure appropriate use of funds, support financially sound budgetary decisions, and maximize revenues.

Reviews financial ledgers and accounts to ensure accuracy and compliance with accepted financial principles, regulatory requirements, and to ensure financial accountability.

Establishes and maintains accounting systems that accurately reflect facility income, operating costs, and financial condition, and ensures that residents' personal accounts are appropriately managed.

Oversees the development and administration of contracts for the acquisition of goods and services, including vendor solicitation and bidding processes, to ensure compliance with procurement guidelines and State Finance Law.

Supervises and directs the activities of subordinate staff engaged in financial activities, and trains facility staff in applicable financial policies and procedures.

Participates in various facility management and Board of Visitor meetings.

### Minimum Qualifications

#### *Supervisor Veterans Home Fiscal Administration*

Open Competitive: bachelor's degree in healthcare administration, business administration, finance, accounting, or a related field, AND four years of professional financial experience in a healthcare field. One year 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 of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 1/2022

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