

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Fiscal Manager

**EXAM NO:** 65146

**SALARY:** \$36.31/hr 2023 Hire Rate

**LOCATION:** Mental Health Department

**TYPE OF EMPLOYMENT:** Full-Time

**EXAM DATE:** 06/10/23

**ISSUE DATE:** 04/07/23

**THE FINAL DATE TO FILE APPLICATIONS:** 04/28/23

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/11/23

**RESIDENCY WAIVED**

**THE USE OF A QUIET HAND-HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Fiscal Manager at Tompkins County Public Health. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

**MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Business Administration, Business Management, Public Administration, Accounting, or a related field **AND** four (4) years of experience in a senior level (or higher) account clerical title, an administrative title, as a bookkeeper, auditor, comptroller or any similar title which must have included planning, directing, coordinating and controlling financial and budget processes preparing, maintaining and analyzing financial accounts and records; preparing financial statements and/or performing statistical analysis;  
**OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Business Administration, Business Management, Public Administration, Accounting, or a related field (which shall have included or was supplemented by at least 12 credit hours in accounting) **AND** six (6) years of experience in a senior level (or higher) account clerical title, an administrative title, as a bookkeeper, auditor, comptroller or any similar title which must have included planning, directing, coordinating and controlling financial and budget processes; preparing, maintaining and analyzing financial accounts and records; preparing financial statements and/or performing statistical analysis; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of experience in a senior level (or higher) account clerk title, an administrative title, as a bookkeeper, auditor, comptroller, or any similar title which must have included planning, directing, coordinating and controlling financial and budget processes; preparing, maintaining and analyzing financial accounts and records; preparing financial statements and/or performing statistical analysis; **OR**

(d) Any combination of training and experience equal to or greater than that defined in (a), (b), or (c) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position manages State Aid for the Mental/Public Health Department. For Mental Health services this includes writing and coordinating contracts, dispersing, managing, recording, and reporting state aid for contracted agencies. For Public Health services this includes preparation of the state aid application and filing of quarterly claims. This position involves the responsibility for the planning, supervision and coordination of the fiscal, operations, and human resource activities of the Department of Mental/Public Health. In addition to the supervision of administrative functions, fiscal operations, records management, personnel administration, and information technology services, the incumbent has the responsibility to analyze the non-clinical operational functions and make recommendations regarding policies and procedures for the administrative services area. The incumbent will have responsibility to prepare complex fiscal documents as required by the NYS Office of Mental Health (OMH), Office of Alcohol and Substance Abuse Services (OASAS), Office for People with Developmental Disabilities (OPWDD), Office of Public Health Practice, and other New York State Department of Health offices. The work is performed under the direction of the Fiscal Administrator in accordance with established policies and objectives, requiring the exercise of considerable independent judgment and autonomy. The work involves considerable demands from extremely tight deadlines and conflicting priorities. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Administers Federal/State Aid and local share revenue and disbursement;
- Manages all Federal/State Aid contracts/applications;
- Submits annual Federal/State Aid reporting including applications, claims, and the Consolidated Fiscal Report;
- Supervises fiscal unit and administrative staff;
- Supervises human resource and background check functions;
- Assists the Fiscal Administrator with the preparation and management of the annual county budget;
- Trends and projects Medicaid, Managed Care, and Insurance revenue data;
- Creates Federal/State aid and grant budgets;
- Works with the State Field Office and Office of Public Health Practice on programming and fiscal matters;
- Supervises the tracking and reconciliation of revenues and expenses;
- Supervises the posting to the internal financial system;
- Maintains and monitors the department financial system;
- Supervises accounts payable functions;
- Assists the Fiscal Administrator in formulating, administering, and assessing policies related to fiscal administration of the budget, program expenses, personnel, overtime management, and agency procedures;
- Administers the Mental Health Provider Data Exchange Programs for Tompkins County;
- Administers the State Financial System for Tompkins County;
- Monitors budgeting and statistical reporting of Mental Hygiene contract agencies to the Local Governmental Unit (LGU) and any applicable State Agency;
- Monitors the various administrative and fiscal procedures of direct and contract agencies to insure conformity and compliance with federal, state and county requirements;
- Assists the Fiscal Administrator and Deputy Commissioner in the creation, negotiation, monitoring and supervision of all contracts and service agreements;
- Performs complex fiscal analysis of direct and contract agencies;
- Prepares a variety of accounting, statistical, and narrative reports as required;
- Researches grant opportunities, assists in development of grant proposals, and, if awarded, oversight of grant implementation and management;
- Contact with clients may be necessary to perform job duties;
- Job involves considerable visual effort;
- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current principles and practices of business administration, accounting and budgeting;
- Extensive knowledge of the policies, laws, and regulations affecting Mental Hygiene and Public Health activities;
- Extensive knowledge of computer operations with regard to database, spreadsheet and word processing applications;
- Extensive knowledge of governmental budgeting, fiscal management, and generally accepted accounting principles (GAAP) as related to grant disbursement and general office accounting;
- Thorough knowledge of principles and practices of public fiscal administration;
- Strong Ability to analyze, prepare, format, and present data in a variety of complex statistical reports;
- Strong ability to define priorities, establish good teamwork, and evaluate the work of others;
- Possess strong leadership and supervisory skills;
- High interpersonal skills and ability to work collaboratively with colleagues, service providers, community groups, and public officials to facilitate meetings and negotiations;
- Ability to prepare and present ideas clearly and concisely, both orally and in writing;
- Good judgment, accuracy, integrity, resourcefulness, and attention to detail are required.
- The employee's physical and mental condition shall be commensurate with the demand of the position.

Originally created 6/2021

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**Complete Scope of the examination and Expanded subtest descriptions:**

**Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

**Fiscal management**

These questions test for a general knowledge of the financial environment within which governments must operate. Questions may deal with, but are not necessarily limited to, such matters as capital and operating budgeting; general and governmental accounting; cost analysis; financial analysis; cash management; internal controls; general and governmental purchasing; storeskeeping and inventory control.

**Understanding and interpreting tabular material**

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

**Evaluating conclusions in light of known facts**

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

**Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such

topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:<https://www.cs.ny.gov/testing/testguides.cfm>

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850