# POSITION DESCRIPTION

**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<table>
<thead>
<tr>
<th>JOB CLASSIFICATION:</th>
<th>DIVISION:</th>
<th>DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administrator 3</td>
<td>Finance &amp; Administration</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKING TITLE:</th>
<th>PCN &amp; CLASSIFICATION OF SUPERVISOR:</th>
<th>JOB STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer</td>
<td>701000 Executive Director 1</td>
<td>Full-time</td>
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</tbody>
</table>

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<thead>
<tr>
<th>CLASSIFICATION NO.:</th>
<th>PCN:</th>
<th>PAY RANGE:</th>
<th>REVISION DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>63315</td>
<td>720000</td>
<td>34</td>
<td>4/18</td>
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</tbody>
</table>

**EQUIPMENT USED:**
- telephone
- calculator
- printer
- scanner
- computer
- copying machine
- automobile
- fax machine

**MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:**
Completion of undergraduate major program core course working Accounting (or 2 yrs.exp. in Accounting and Auditing) plus 9 months fiscal management exp. and 6 mos.exp. as supervisor or manager; or equivalent. Completion of graduate course-work in Fiscal Management may be substituted for 6 mos. of required fiscal management.

**PREFERRED:**
Master’s degree in Business Administration; Certified Public Accountant; extensive exp. in related field.

**PURPOSE:**
Employee is a member of Executive Council; provides leadership, direction and coordination for the Finance and Administration Division, which includes Fiscal, eligibility, (formerly Revenue Enhancement), Procurement (includes Contracts, Purchasing and Facilities), and Internal Auditing.; works closely with the Executive Director for the purpose of developing and implementing policy; signs on behalf of Executive Director on all authorized fiscal matters when away, Prepares and Monitors the Agency Operating and Capital annual budgets, manages and reporting of Agency finances and service contracts, and assisting with the accomplishment of the Agency’s mission. CFO works closely with Trustees on the Finance Committee and serves on the fiscal advisory board of the Family and Children First Council. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency’s Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

**JOB DUTIES:**

45%

Directs, plans, and leads the activities and operations of the Finance and Administration Division; prepares the Agency budget, levy budget, tax budget, annual appropriation requests, monthly financial reports and other related documents; coordinates long term financial planning projects including building economic scenarios for changes in cash flow, building projects, support and contract purchased out of home care services and union negotiations, changes in reimbursement environment, etc.; responsible for overseeing internal control systems and final results of audits including expanded federal A-133 audit requirements, state, and local fund reconciliations; assists County with GSAB (Government Accounting Standard Board) compliance and maintenance of MITTS (Municipal Income Tax Tracking System).

20%

Directly supervises the Controller, Director of Procurement and Contracts Administration and the Internal Audit Administrator; integrates planning, programs and services, and fiscal matters; manages the personnel and budget of the Finance and Administration Division.; meets with all departments at least on an annual basis as part of participatory planning process.
Business Administrator 3 – Finance & Administration  
(Chief Financial Officer)  
PCN 720000  
Page 2

Supports quality initiatives including fiscal impact of COA accreditations, ADAMH collaborations; serves on various internal and external committees; helps develop policies and procedures as necessary; works with Human Resources as Hearing Officer and on minority recruitment group. BCMH. Maintains banking relationships and investments for Children’s Fund. Holiday Wish deposits/gift card management. Monitors cash position, reimbursement, and tax collections and reports results monthly to Trustees. Represents the Agency in the community as necessary. Provides input to County Human Services Review Commission, Auditor of State, County Auditor, County Treasurer. Develop collaborations with other organizations within the community and works closely with NYAP and PFSN.

Negotiates contracts including Managed Care, Foster Care, Group Homes, and child welfare institutions to assure monthly payments; assists with RFP (Request for Proposals) development and assessment.

Performs other related duties as assigned which includes responsibilities for financial implications and entry into software applications.

*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.

<table>
<thead>
<tr>
<th>List no. of positions and Class Titles of positions supervised</th>
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<tbody>
<tr>
<td>1 – Fiscal Officer 3</td>
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<tr>
<td>1 – Building Maintenance Supt. 2</td>
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<tr>
<td>1 – Accounting Manager 1</td>
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</tbody>
</table>

Signature of Agency Representative

Date