

**CLASS TITLE: ADMINISTRATOR, FINANCIAL
MANAGEMENT-
FEDERAL (DCYF)**

Class Code: 02644500

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Children, Youth and Families, to be responsible and accountable for the proper receipt and disbursement of departmental funds and to insure that these funds are used for the purposes for which they are allotted; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief of Financial Management (DCYF) with wide latitude for the exercise of initiative and independent judgment; work is subject to periodic review for conformance with federal and state laws and policies and departmental objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Children, Youth and Families, to be responsible and accountable for the proper receipt and disbursement of departmental funds and to insure that these funds are used for the purposes for which they are allotted.

To be responsible for developing and preparing the Department's Cost Allocation Plan for reimbursement of federally reimbursable administrative costs.

To be responsible for the development of claiming methodologies, and the monthly claiming of federally reimbursable expenditures for direct services provided to children, to the appropriate federal program or trust accounts.

To be responsible for the receipt of the federal revenue from the administrative and direct claiming processes and the allocation of these monies to offset the state expenditures that were reimbursed.

To be responsible for developing the Department's budget as it relates to federal funds, state matches, and offsets for reimbursable administrative and direct service program costs.

To interface with federal funding sources to insure that all eligible federal resources are made available to the Department to maximize federal reimbursement; to insure compliance with applicable regulations relating to federal programs; to be responsible for coordinating federal and state audits, and the development of audit responses; to assist in the preparation of quarterly budget variance projections; to provide direction in the creation of financial systems and procedures that are beneficial to the Department's administration of its programs.

To serve as a fiscal resource to Departmental leadership in the decision-making process by providing analyses, data and fiscal judgment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of accounting procedures practiced in state government; the ability to apply all of the above to those areas of responsibility included in the mandate of the Department; a thorough knowledge of Department of Children, Youth and Families Mission/Vision policies and procedures; a thorough knowledge of the Department's automation system and related software; the ability to identify problems and work interdependently with other staff in the department and with members of the public and other state departments and federal agencies; the ability to establish and maintain effective working relationship with staff, superiors and associates, other public and private agencies, the community and public; and related capacities and abilities.

EDUCATION AND EXPERIENCES:

Education: Such as may have been gained through: possession of a Master's Degree in Business Administration or a Master's degree in a related field with major in Accounting and Finance; and

Experience: Such as may have been gained through: considerable employment in an increasingly responsible administrative position involving budgeting and financial control and federal reporting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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