

DIRECTOR OF HEALTH FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior administrative position in the Division of Management & Budget involving responsibility for directing, coordinating, and overseeing the financial operations of the County health and human finance programs. The Director of Health Finance provides centralized fiscal leadership and oversight for Public Health, Community Services, the Department of Social Services, and all other County health related services. The incumbent works closely with these departments to ensure that financial operations are accurate, compliant, efficient, and aligned with County fiscal policies and objectives. The incumbent, working under the general supervision of the Commissioner of Management and Budget, directs and coordinates a broad range of agency financial programs, staff, and support services. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Directs and coordinates the fiscal operations of health finance in Public Health, Community Services, Department of Social Services, and all other County health related services;

Provides centralized fiscal oversight and guidance to department leadership and program administrators;

Supervises and directs health finance personnel and establishes appropriate workflows and responsibilities, providing training as necessary;

Recommends strategies to address fiscal pressures, funding changes, revenue shortfalls, and expenditure increases;

Ensures that fiscal operations are consistent with County policies, procedures, resolutions, and applicable laws and regulations;

Oversees Senior Fiscal staff in the annual budget process in Public Health, Community Services, Department of Social Services, and all other County health related services;

Oversees the fiscal administration of federal, state, local, and other grants and funding sources in Public Health, Community Services, Department of Social Services, and all other County health related services;

DIRECTOR OF HEALTH FINANCE**Page 2**

Oversees medical billing and reimbursement activities in all applicable health related departments establishing and monitoring billing processes;

Coordinates with program staff to maximize available reimbursement and other eligible revenue sources;

Monitors compliance with applicable federal and state billing requirements;

Reviews and reports on the fiscal capacity, necessity, efficiency and effectiveness of departmental programs and management practices;

Performs and directs the performance of cost benefit and cost analysis;

May be required to travel to various locations including meetings, conferences, and other County locations as required; and

Related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of County Government, the interrelationships of agencies and departments; thorough knowledge of budget development, monitoring, forecasting, and financial analysis; thorough knowledge of effective organization and management principles and practices; thorough knowledge of the procedures and techniques used in cost analysis and cost effectiveness studies; thorough knowledge of program monitoring to ensure adherence to budgetary restraints; thorough knowledge of medical billing; good knowledge of supervisory principles and practices; ability to identify and recognize alternative solutions to management and organization problems; ability to analyze data and to formulate recommendations; ability to recognize the implications of present and projected resources in evaluating existing and proposed programs and legislation; ability to plan and supervise the work of a staff of others; tact; and initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in Public Administration, Business Administration, Accounting, Economics, Management or Finance and six (6) years of healthcare financial leadership experience in public or private finance, accounting or budgeting systems and/or intergovernmental revenue systems; or

DIRECTOR OF HEALTH FINANCE**Page 3**

- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Public Administration, Business Administration, Accounting, Economics, Management or Finance and eight (8) years of healthcare financial leadership experience in public or private finance, accounting or budgeting systems and/or intergovernmental revenue systems.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: October 6, 2026

Jurisdictional Class: Competitive

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 10/14/2026