

Child Support Specialist 3 Finance

Announcement Posted:

12/19/2024

Responses must be hand delivered or postmarked by:

12/29/2024

Salary Range:

\$103,784 to \$127,830

Location:

Child Support Services
40 North Pearl Street
Albany, NY 12243

Grade:

27

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

OR**Provisional Qualifications:**

Nine years of fiscal management experience, including a working knowledge of automated accounting systems. Two years of the fiscal management experience must have been in a supervisory or managerial capacity at a county, state, or federal Social Services agency.

Substitution: An associate's degree, bachelor's degree, and master's degree may substitute for two, four, and five years of the general fiscal management experience, respectively.

Duties of Position:

The duties will also include, but are not limited to, the following:

- Oversee the development and coordination of DCSS' annual budget submission, as well as various fiscal monitoring and reporting responsibilities, and impact statements throughout the year.

- Review and evaluate local child support financial accounting/reporting systems to ensure adherence to and compatibility with State and federal child support regulations and general accounting principles as well as their efficiency in terms of controls, reliability of information and usefulness as program management tools; recommend changes to eliminate system weakness in local districts.
- Review and analyze all new, revised and proposed federal and State regulations and laws to determine fiscal impact. Advise the Deputy Commissioner of the anticipated administrative and operational impact.
- Review and oversight of contractor vouchers including the fiscal agent central payment processing functions, and local district chargeback allocations.
- Participate in the annual federal child support self-assessment process for the Division of Child Support Services.
- Supervise and coordinate DCSS' response to Statewide Single Audit.
- Provide oversight and direction to the Division on fiscal matters intersecting with the Child Support Program including claiming, federal awards and federal incentives.
- Develop and coordinate the completion of special projects requested by the Deputy Commissioner such as coordination of evaluation, criteria, and tool for Requests for Proposal for DCSS contracts.
- Monitor DCSS' non-personal service appropriations to ensure all program needs are met within the budget resources.
- Monitor fiscal aspects of interagency memorandums of understanding (MOUs).
- Supervise and coordinate efforts related to external program audits.
- Supervise and coordinate efforts related to submission of the federal Advance Planning Document Updates (APDU) related to systems projects and funding.
- Supervise and coordinate the Division's internal control process.
- Supervise the Division's Support Collection and Fiscal Units.

Desired Competencies:

- Strong attention to detail.
- Strong communication skills (both verbal and written), including facilitation and team leadership skills.
- Proven collaborative skills in implementing a team approach to accomplishing work.
- Ability to organize and prioritize multiple tasks and meet deadlines.

Conditions of Employment:

A full-time, permanent or provisional appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

If a provisional appointment is made, the appointee will be required to take the next holding of the Child Support Specialist 3 Finance examination and be immediately eligible for appointment from the eligible list in order to maintain continued employment in this position.

Please be advised that all hires or transfers into these positions must submit to mandatory fingerprinting and an associated background investigation, including state and national criminal history record checks, as well as a check with local law enforcement agencies where the applicant has lived, worked, and/or attended school within the last 5 years for any identified arrests, to ensure suitability for employment and/or continued employment. Candidates will not be required to pay the fees associated with mandatory fingerprinting. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment. Please note that the selected candidate, should they continue to have access to Federal Tax Information (FTI), must submit to a mandatory reinvestigation every five (5) years.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

Remarks:

- **Candidates should reference posting 24-300 when submitting your application.**
- **If submitting electronically, please reference posting 24-300 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.