



DIRECTOR OF FINANCE

Jurisdiction Class: Non-Competitive
Civil Division: County
Adoption by PO: 6/3/2021
Revised by PO: 7/13/2021

DISTINGUISHING FEATURES OF THE CLASS:

The Director of Finance shall be responsible for the administration of the Department of Finance, shall have general oversight of the fiscal affairs of the County, and shall manage the County budget. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal operations of the County. Work is performed in accordance with sound management principles, County policies, Civil Service Law and other administrative policies and procedures. The Director of Finance will provide checks and balances on powers and duties retained by the Treasurer. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Appoint, supervise, discipline, assign and reassign powers and duties to employees of the Department of Finance;
Keep records of revenues, appropriations, encumbrances and expenditures, and prescribe approved methods of accounting for County officers and administrative units;
Review all requisitions to determine that sufficient funds exist with which to pay them;
Keep separate accounts for each County officer and department and maintain the funds of the County as prescribed by law and in accordance with the directives of the County Legislature;
Prepare monthly financial reports of the revenues, expenses and balances of the County;
Audit all claims, accounts and demands that are lawful County charges and present to the County Legislature for review and authorization for payment;
Subject to the provisions of the Civil Service Law, prepare payrolls and pay the salaries and wages of officers and employees paid from County funds or delegate and authorize an officer or employee of the department to certify the correctness of payrolls;
Manage the recording and investment of cash;
Administer and account for court and trust funds;
Monitor the County sales tax program, ensuring that all sales taxes collected are remitted to and received by the County;
Administer the County occupancy tax program, ensuring that all occupancy taxes are collected and are remitted to and received by the County;
Monitor and analyze the current financial position of the County and forecast future results;
Administer the issuance of bonds and notes as approved by the County Legislature;
Administer existing County fiscal/financial policies and create new policies as required;
Require, as appropriate, any County officer or head of a department to furnish an inventory of supplies and equipment on hand and necessary purchases contracted for or contemplated;
Pay all lawful claims or charges against the County for which the County is responsible and preserve all claims, accounts and demands as required by law;
Periodically audit the cash and fiscal records of all County departments and implement fiscal efficiencies in all of the County operations and enterprises;
Review and analyze departmental budgets, identifying variances and recommending necessary corrective action to the departments and the County Administrator, including budget transfers;
On or before March 1st each year, submit financial reports to the County Legislature summarizing the fiscal condition of the County at December 31st of the previous year;
Furnish reports and graphs as needed or requested by the County Administrator and the County Legislature;
Prepare the annual financial report for the NYS Comptroller;
Manage the County fund balances to ensure that they are adequate and sufficient to meet operating needs;
Keep a record of all bonded indebtedness and other loans and conduct the sale of all bonds pursuant to the provisions of the Local Finance Law;
Determine and report the financial and budgetary impact on the County of all proposed County policy decisions, changes in state and federal budgets and any changes in environmental factors;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principals of administration and supervision;
Thorough knowledge of the principals of financial planning and analysis;
Thorough knowledge of the principles of general account auditing and systems auditing;
Good knowledge of modern accounting principles, procedures, terminology, reports and records, particularly as they relate to governmental accounting;
Good knowledge of payroll, payroll tax issues, and automated compensation systems and procedures;
Good knowledge of the principles of payroll auditing;
Ability to communicate effectively and persuasively, orally and in writing;
Ability to exercise good financial judgment;
Ability to prepare and analyze complex statistical and financial reports;
Ability to establish and maintain effective working relationships;
Integrity, accuracy, thoroughness.

MINIMUM QUALIFICATIONS:

- a) Master's of Business Administration (MBA) Degree, Master's of Public Administration (MPA) Degree, Certified Public Accountant (CPA) Certification, or certification as a Certified Public Finance Officer (CPFO) from the Governmental Finance Officers Association (GFOA); AND one (1) years of experience in accounting or auditing, one (1) year must have included supervision; OR
- b) Bachelor's Degree from a regionally accredited or New York State registered college or university, in accounting, finance or business management; AND three (3) years of experience in accounting or auditing, one (1) year must have included supervision; OR
- c) A minimum of twelve (12) years of experience which shall have involved a minimum of;
 - i. Six (6) years of progressive experience in an accounting or auditing setting; AND
 - ii. Three (3) years of supervision; AND
 - iii. Three (3) years experience in forecasting, analyzing and managing financial operations.

NOTE:

Experience in municipal accounting and auditing is preferred.