

COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, an incumbent of this position is responsible for the administration of the financial affairs of the County as established in the County Charter or governed by State law. In the execution of this responsibility the incumbent is accountable for the collection, receipt, and custody of all County funds and funds held in trust accounts, including securities; the audit and payment of claims against the County; and the maintenance of all accounts. In addition, the incumbent is responsible for the investment of County funds; the administration of the County Worker's Compensation Program and the County's employee benefit program including monitoring of loss experience and the conduct of internal audits. The Commissioner of Finance is the Chief Fiscal Officer of the County, with responsibility of all duties of County Comptroller and County Treasurer. Direct and indirect supervision is exercised over a number of professional and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, structures and directs Department of Finance operations to provide for the collection, investment custody and/or disbursement of County funds;

Formulates and implements departmental policies regarding financial transactions and revenue collection to ensure the maximum return on investments while properly maintaining the County's cash flow position;

Directs the County's accounting, financial reporting and accounts payable functions and develops and implements accounting policies and systems to assure timely, accurate and meaningful financial analysis and reporting, and proper disposition of all claims for payment by the County including proper funds disbursement;

Selects, develops, motivates and appraises the performance of key subordinate staff to assure current organization effectiveness and continuity to meet future financial management requirements;

Participates with the County Executive, Budget Director, and Board of Legislators to develop short- and long-range financial plans, alternative strategies, and fiscal policy for the County;

Develops, recommends and executes programs for funding County operations including the collection, custody and investment of funds (including taxes collected by municipalities for the County), borrowing and issuance of debt instruments, and identification of other revenue sources to meet present and future requirements;

Directs the audit of operating departments and contractors to ensure the adequacy of internal controls and propriety of expenditures;

Oversees the administration of the County Worker's Compensation and County employee benefit program;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Directs all County investments, determines the amount of securities to be held by County Board designated depositories and approves all undertaking involving County funds of the designated depositories;

Directs accounts for each item of appropriation providing in detail the appropriations made, the amounts drawn, and the encumbered balance;

Directs the legal disbursements of County funds in accordance with established procedures;

Maintains favorable relationships within the financial community to assure continued awareness of the County's financial health, adequate and appropriate funding sources, and retention of the County's AAA credit rating;

Submits yearly financial statements showing assets, liabilities, and financial conditions of the County.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and procedures of accounting and auditing; thorough knowledge and understanding of public finance and revenue collecting; good knowledge of public administration; ability to organize and direct the activities of subordinate staff; ability to work effectively with public officials; ability to write and speak effectively; initiative; tact; good judgment; integrity; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree* in Accounting, Business or Public Administration, or a closely related field, and ten years of accounting experience, five years of which must have been in a supervisory or administrative capacity; or (b) Master's Degree* in Accounting, Business or Public Administration, or a closely related field, and nine years of experience in accounting, four years of which must have been in a supervisory or administrative capacity, or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Experience obtained as an administrative intern may be substituted for a part of the required administrative experience.

*SPECIAL REQUIREMENT: Education beyond the secondary level must be from an institution recognized or accredited by the board of regents of the NYS Department of Education as a post-secondary, degree-granting institution.