

DEPUTY COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Commissioner of Finance, this position is responsible for the accounting, collection, custody and disbursement of County funds. Responsibilities involve the supervision, review and control of the County's automated accounting system; supervision of all cash management functions; supervision and coordination in the preparation of State and County annual reports; supervision over the administration of departmental operations, including managerial oversight over unit operations (Payroll and Benefits, Internal Audit, Accounts Payable, etc.); budget preparation and control, and personnel staffing. This position also acts for and on behalf of the Commissioner in his absence. Supervision is exercised over a large number of professional personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the administration of the County's financial affairs, including the collection of taxes and other revenues due the County;

Directs the issuance and payment of County obligations;

Directs the audit and payment of all claims against the County;

Directs the custody and safekeeping of all funds and securities of the County;

Assists in formulating and implementing fiscal policies and procedures to enable consistent administrative operations and to ensure compliance with all State and County rules and regulations;

Supervises, reviews and controls the County's automated accounting systems (WIS) to ensure the integrity of the County's fiscal operations and to enable the preparation of reports for County and State purposes;

Plans, analyzes and implements cash management procedures to ensure the availability of funds, and to maximize investment earnings on excess funds;

Directs the maintenance of accounts of each budget appropriation item and control of allocations made by the Budget Director;

Directs the preparation of yearly financial statements for State and County reporting requirements;

Prepares budget estimates on revenue accounts;

Prepares and administers the departmental budget;

Interprets the County's financial policies and procedures to all County Departments to ensure consistent reporting procedures;

Acts for and on behalf of the Commissioner in his absence.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public financial management, accounting and auditing; thorough knowledge and understanding of public finance and revenue collecting; good knowledge of public administration; good knowledge of funding relationships between federal, state, and local government; ability to communicate effectively both orally and in writing, ability to organize and direct the activities of subordinates; ability to establish and maintain effective working relationships with federal, state, county officials, banking representatives and members of the financial community; integrity; good judgment; tact; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree* in Accounting, Business Administration, Public Administration, Finance or Economics and five years of Accounting, Budgetary or Financial Management experience, two years of which must have been in supervisory capacity; or (b) Master's Degree* in one of the aforementioned fields and four years of experience as defined in (a), two years of which must have been in a supervisory capacity; or (c) a satisfactory combination of training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.