

DIRECTOR OF ACCOUNTING AND CONTROL

GENERAL STATEMENT OF DUTIES: In conjunction with managerial and administrative personnel, directs, coordinates and monitors the financial administrative and control functions in area of assignment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent is responsible for coordinating and monitoring the financial and administrative services in an Accounting Division, including personnel and systems management, financial reporting procedures and the operation of the Westchester Information System. Supervision is exercised over a number of professional and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Supervises professional accountants in the maintenance and operation of the Westchester Information System to ensure that all established procedures are followed, and that any discrepancies are corrected;

Conducts detailed accounting systems surveys to determine the adequacy of current systems and recommends any needed changes;

Reviews existing accounting procedures to determine compliance with pertinent laws and regulations as well as generally accepted accounting principles (GAAP);

Reviews internal control accounting systems to ensure that adequate safeguards exist for the proper monitoring of accounts;

Performs accounting analyses as requested by the Commissioner and/or Deputy Commissioners;

Designs and implements efficient and effective accounting systems to ensure timely and accurate recording and reporting of financial information;

Provides technical assistance to all County Departments and agencies regarding the accounting policies and procedures of Westchester County;

Recruits, trains and evaluates personnel as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques; good knowledge of the principles and practices of accounting and budget preparation and analysis; knowledge of personnel management, purchasing and statistical reporting; ability to deal effectively with a wide variety of personnel in carrying out the administrative policies of the department; ability to delegate responsibility effectively; ability to prepare concise written reports; good judgment; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Business Administration, Accounting or Finance and seven years cost accounting, auditing or statistical experience, three of which must have been in a supervisory capacity.

SUBSTITUTIONS: A Master's Degree* in Business Administration, Public Administration, Accounting or Finance may be substituted for the above experience at the rate of 30 credits per year. There is no substitute for the three years of specialized experience.

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