

DIRECTOR OF FISCAL AFFAIRS - TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Transportation an incumbent of this position is responsible for evaluating the financial and operational condition of private companies and public agencies and authorities operating or providing passenger transportation services in the County and other outside contractual firms providing services to the County for or through the Department of Transportation; and for maintaining all of the financial and statistical records of the Department. Supervision is exercised over a number of clerical employees.

EXAMPLES OF WORK: (Illustrative Only)

Prepares financial information, statistics, reports, tables and graphs as to the financial and operational condition of the Department of Transportation's operating and capital budgets; in regulatory proceedings and other public presentations; in capital and operating assistance requests submitted to state and federal governments; and in planning programs or in response to surveys, studies or other requests for information from duly authorized public or private agencies or organizations;

Audits specific financial accounts of firms, companies and agencies at the direction of the Commissioner; Performs accounting analyzes as requested by Commissioner;

Maintains or supervises the maintenance of the records, books and accounts of the Department, particularly those needed by the Budget, Payroll and Personnel Departments, and prepares entries for the accounting records of the Department;

Assembles annual budget estimates for approval of the Commissioner and controls budget allocations for the Department;

Maintains records for each carrier in the County of passengers carried, mileage operated, hours operated, expenses incurred, revenues received, special fare tokens and tickets sold or redeemed, etc.

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

Approves claim and purchase orders for all departmental supplies and equipment and supervises the receipt, storage, inventory and distribution of said supplies and equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of accounting, auditing and statistical theory and practice; thorough knowledge of federal, state, and county transportation accounting practices and procedures; thorough knowledge of cost accounting and county budgeting procedures; thorough knowledge of financial management and control; ability to analyze and prepare complex financial and statistical reports; ability to plan and supervise the work of others; ability to comprehend and carry out complex oral and written instructions; ability to get along well with others; tact; integrity; courtesy; initiative; resourcefulness; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* in Accounting, Business Administration or Financial Management and six years of accounting experience, three of which must have been in an administrative or supervisory capacity.

SUBSTITUTION: Graduate level education in the fields of accounting, business administration or finance may be substituted for the general experience at the rate of 30 credit hours for one year for up to two years of experience.

*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.