

FIRST DEPUTY COMMISSIONER OF FINANCE

GENERAL STATEMENT OF DUTIES: Directs the fund accounting, receipts and disbursement functions the Westchester County Department of Finance; assumes the duties of the Commissioner in his absence; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Commissioner of Finance, is responsible for the accounting, collection, custody and disbursement of County funds. Acts on behalf of the Commissioner in his absence. Supervises the procedures of the department. Exercises all supervision over a substantial number of staff personnel and over a large number of employed by the Department.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the administration of the County's financial affairs, including the collection of tax 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 the Commissioner in the investment of County funds;

Supervises the recording and reporting of all County financial transactions;

Supervises the maintenance of records of County indebtedness;

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

Directs subordinates in the disbursing of all County funds in accordance with the established procedure and legal requirements;

Confers with the independent auditors appointed by the County, with the New York State auditors with auditors affiliated with either public or private programs in which the County is involved, prepares special accounting reports and conducts special studies as requested by the Commissioner;

Prepares special accounting reports and conducts special studies as requested by the Commissioner;

Corresponds with other municipalities, lawyers, accountants and department heads and deputies in matters affecting the finances of the County;

Represents the Commissioner the Commissioner and attends meetings in his absence;

Directs the preparation of annual financial report and prospectuses, as required;

EXAMPLES OF WORK (Cont'd):

Directs, plans, develops and implements financial systems, both manual and computer-oriented. The systems are developed to encompass all departments of the County.

Directs revisions of existing systems and procedures to increase efficiency, both within the Department of Finance, as well as the rest of the departments in the County involved in finance reporting;

Interprets the County's financial policies and procedures to all County departments;

Directs preparation of County payroll and its support system and;

Assists in negotiations of certain County contracts and legislation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of 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; ability work effectively with public officials; ability to write; initiative; good judgement and good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's Degree* in Accounting, Business or Public Administration, or some closely related field, and seven (7) years of accounting experience, three of which must have been in a supervisory or administrative capacity; or (b) a Master's Degree* in any of the fields listed above, plus six (6) years of experience, four of which must have been in an administrative capacity; or (c) any satisfactory equivalent combination of training and experience.

SPECIAL REQUIREMENT: Certification as a Certified Public Accountant.

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

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