

MANAGER OF GENERAL ACCOUNTING - FINANCE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Finance, this class is responsible for supervising the maintenance of the County's computerized financial information system and assisting in the preparation of the County's annual financial report. This position serves as a liaison to other County departments in the area of the financial information systems. This class differs from other Manager - General Accounting positions in that activities involve monitoring County-wide operations as compared to departmental operations. Supervision is exercised over professional accountants and support clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises all work flow required for the maintenance of a computerized financial information system which includes appropriation ledger, general ledger, subsidiary ledger and revenue reporting;

Prepares, reviews, analyzes and interprets various financial statements, policies and reports;

Assists in the preparation of the Westchester County annual financial report and the annual report to the New York State Department of Audit and Control;

Provides technical assistance to all County Departments and agencies in regard to the financial information system;

Acts as technical interface with the Budget Department on all matters pertaining to the financial information system;

Supervises the maintenance of files with supporting documentation for all transactions affecting the financial information system;

Assists the Internal Audit staff, outside auditors from the Federal or State government, and auditors from private firms, as required;

Makes recommendations for additional computerization of records and other systems to reflect state-of-the-art concepts in effective financial management;

Recruits, trains and evaluates personnel as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, theories, techniques and procedures of modern accounting; good knowledge of financial applications for electronic data processing systems; ability to analyze needs and design and implement adequate financial control systems; ability to interpret statistical data and prepare logical and coherent reports; ability to plan and delegate complex tasks to support staff; ability to effectively communicate orally and in writing; tact; reliability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, Finance, Economics or a closely related field with a minimum of twelve credit hours of accounting, and either: (a) six years of professional accounting experience, two years of which must have been in a supervisory capacity; or (b) completion of a Master's Degree* in one of the fields specified in (a) and four years of the aforementioned experience, including the two years of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing 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 or accredited by the Board of Regents of the New York State Department of Education as a post- secondary, degree-granting institution.