

DIRECTOR OF FINANCE

GENERAL STATEMENT OF DUTIES: Appointed by the Town Supervisor and under his/her direction, the incumbent of this position is responsible for administration of the fiscal affairs of the community and the formulation of major financial policies. This position involves important financial administrative work involving auditing of claims and authorization of payment in accordance with prescribed procedure; preparing financial reports; and keeping and auditing books and financial records for the municipality, subject to direct check by the State Comptroller. Supervision is exercised over a number of personnel in the Supervisor's Office, Tax Department and/or Finance Department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and executes the town budget;

Maintains accounting of all town receipts and disbursements, audits claims and signs checks;

Supervises the maintenance of records of town indebtedness;

Responsible for the issuance of any Federal or State Financial reports;

Works in conjunction with the Supervisor in preparing the annual budget for submission to and approval of the Town Board;

Undertakes special financial studies for the Supervisor and Town Board, and makes short and long-term financial projections based on such studies and consults with bank officials and bonding attorneys;

Assists the Supervisor in the formation and implementation of a Capital Projects Program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the law as it pertains to towns in the State of New York; good knowledge of financial and accounting practices and methods involved in the receipt, investment and disbursement of municipal funds; ability to present ideas effectively, orally and in writing; ability to supervise a staff of administrative, accounting and clerical employees; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; a high degree of integrity; good judgment; tact; courtesy; accuracy; dependability; physical condition commensurate with duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and seven (7) years of work experience where the primary function was municipal bookkeeping or accounting in a government agency, at least one (1) year of which was in a supervisory capacity; or (b) a Bachelor's Degree* in Accounting; Finance; Business Administration; Public Administration or related field and three (3) years of work experience as described in (a) including the one (1) year in a supervisory capacity; or (c) a Master's Degree* in Accounting; Finance; Business Administration; Public Administration or related field and two (2) years of work experience as described in (a), including the one (1) year in a supervisory capacity.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.

Towns

J. C.: Exempt*

*Competitive when Town Comptroller is exempt.

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Job Class Code: 0028