



Westchester County Board of Legislators

DEPUTY FISCAL AFFAIRS - BOARD OF LEGISLATORS WESTCHESTER COUNTY, NEW YORK

Westchester County's Board of Legislators is currently searching for a **Deputy Director of Fiscal Affairs**. Under general supervision of the Chair of the Board of Legislators, and the Director of Fiscal Affairs the successful candidate will participate in the development, execution and review of all Westchester County Government's fiscal matters, and assist the Director of Fiscal Affairs with county-wide fiscal matters considered by the Board. Responsibilities involve, but are not limited to reviewing and providing advice on departmental requests for funding, contracts, county budget development, oversight and management.

The Westchester County Board of Legislators is the legislative, policy-making branch of county government that has been in operation, in one form or another, for over 300 years. The powers of the County Board of Legislators are enumerated in the County's charter. One key power of the County Board, is the discretion to develop and codify laws which govern and serve the greater good of all who reside in our great County.

Some of the duties of this position include:

- ◆ Assists in the preparation and execution of the county budget; reviews and monitors, in an on-going basis, the County's Operating, Capital and Special District Budgets, and Community College Budget;
- ◆ Participates in the review and analysis of departmental requests for funding and services in County Government;
- ◆ Responsible for in-depth weekly review of all resolutions presented to the Board of Acquisition and Contracts, and supervising fiscal staff who assist in said review;
- ◆ Monitors various contracts for the Chairman of the Board;
- ◆ Confers with department heads and administrative personnel and investigates requests regarding allocations, appropriation changes, the transfer of funds and makes recommendations to the Board;
- ◆ Reviews and analyzes the Budget Department's Quarterly Projections of the County's current Budget;
- ◆ When necessary, represents the Chairman of the Board at meetings of Westchester County's Industrial Development Agency and Deferred Compensation Committee;
- ◆ Responds to requests from members of the Board of Legislators for information, review and analysis on various county projects;
- ◆ And other duties as assigned.

The successful candidate will be a dynamic, experienced multi-tasker, with exceptional financial and analytical skills. Candidates with a comprehensive knowledge of modern public sector accounting, budgeting and auditing principles and practice are encouraged to apply.

Suggested training/experience: A Bachelor's Degree* and either (a) a Master's Degree* in Accounting, Finance, Public or Business Administration or a related field and four years of supervisory level fiscal management experience; or (b) five years of experience as described in (a) above, or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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 by the Board of Regents of the New York State Education Department as a post-secondary, degree granting institution.

Compensation: **Deputy Director Fiscal Affairs - BOL** is an appointed position, reporting directly to the Chair of the Board and Majority Leader, with a salary range of \$80,000 - \$130,000. The compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and NYS retirement plan.

Interested candidates should submit a cover letter and resume which specifically addresses the applicant's relevant experience for this position to: BOLJobRecruitment@westchestergov.com. Important: Please

indicate **Deputy Director Fiscal Affairs - BOL** in the subject line of your e-mail. Resumes will be accepted until April 17, 2026.

Westchester County Board of Legislators is an equal opportunity employer.