

ASSOCIATE DIRECTOR OF DIVISION (FINANCE)

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Commissioner of Finance, an incumbent of this position serves as part of the executive management team and through subordinate supervisory staff, assists the Commissioner in managing daily operations to include the Accounts Payable, Benefits, Debt Management, Financial Compliance, General Accounting, Payroll, Purchasing and Treasury units of the department to ensure financial policies and procedures are properly implemented and in compliance with all governmental accounting laws, rules and regulations. Responsibilities also include of the preparation of the County's Financial Statements by directing and participating in the preparation of the County's Comprehensive Annual Financial Report (CAFR); directing staff in working with federal and state auditors, directing bi-annual tax collection, and distributing sales tax and mortgage tax to local governments. The incumbent also evaluates departmental operations, including working with the Department of Information Technology on issues related to the financial module of the County's primary database management system to ensure integration with other critical operating system modules, and in optimizing the utilization of all resources. This class differs from the Deputy Commissioner of Finance position in that the incumbent acts for and on behalf of the Commissioner in his/her absence, plans strategies to ensure that County funds cover the County's payroll and all other expenses, and manages the County's bonded debt. In addition, this position represents the Commissioner in meetings with the County Executive's Office, the Board of Legislators, the County Attorney's Office, the Board of Acquisition and Contract, banking institutions, and in dealings with federal, state and municipal agencies. Supervision is exercised over managerial staff and through subordinate supervisors. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Serves as the Commissioner's principal Deputy by assisting in the overall administration of the County's financial affairs by directing operations on behalf of the Commissioner as assigned, and in his/her absence;

Directs the activities of the Accounts Payable Unit which processes payments to all County's vendors; resolves complex payment processing and other issues relating to contracts;

Directs the activities of the Benefits Unit which administers benefits to all County employees (except the Community College) and administers worker's compensation awards as required; ensures that changes in laws, rules and regulations are properly managed and implemented;

Directs the activities of the Debt Management Unit which manages the County's bonded debt in excess of 1M; ensures investments are sound and manages the refinancing of bonded debt;

Directs the Financial Compliance Unit which ensures policies and procedures relating to the integrity of financial transactions are implemented throughout the department and that internal auditing is handled by the appropriate staff;

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EXAMPLES OF WORK: (Illustrative Only)

Directs the activities of the General Accounting Unit which maintains records of all County departmental financial transactions; reviews and approves journal entries for all County departments on a daily basis;

Directs the activities of the Payroll Unit which ensures the proper payment of all County employees in accordance with all union agreements (CSEA, COBA, PBA, NYSNA etc.); ensures continually evolving payroll regulations and Fair Labor Standards Act laws, rules and regulations are implemented effectively;

Directs the activities of the Purchasing Unit which handles all major purchasing acquisitions on a County-wide basis; ensures the integrity of the competitive bidding process and the purchasing of Environmental Preferable Products (EPP);

Directs the activities of the Treasury Unit which ensures appropriate fund balances to meet all expenditures, including payroll; plans strategies to meet funding shortfalls as needed and/or in response to the non-payment of bi-annual taxes due the County;

Directs the preparation of the County's Comprehensive Annual Financial Report (CAFR) by preparing complex financial statements and reports detailing all county transactions;

Manages the bi-annual collection of taxes; works with payees to ensure timely payment and plans strategies to cover expenditures in times of funding gaps due to late payment;

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;

Directs revisions of existing systems and procedures to increase efficiency, both within the Department of Finance, as well as all departments involved in mandated financial reporting activities;

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

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

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database management systems in performing work assignments.

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DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public financial management, accounting and auditing; thorough knowledge and understanding of public finance and revenue collecting; good knowledge of public administration; good knowledge of funding relationships between federal, state, and local government; ability to communicate effectively both orally and in writing, ability to organize and direct the activities of subordinates; ability to establish and maintain effective working relationships with federal, state, county officials, banking representatives and members of the financial community; integrity; good judgment; tact; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree* in Accounting, Business Administration, Public Administration, Finance or Economics and seven years of Accounting, Budgetary or Financial Management experience, three years of which must have been in supervisory capacity; or (b) Master's Degree* in one of the aforementioned fields and six years of experience as defined in (a), two years of which must have been in a supervisory capacity.

*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.

West. Co.
J. C.: Pending Juris Class
DRC3

Job Class Code: E0941
Job Group: XVIII