

DIRECTOR OF FINANCE

GENERAL STATEMENT OF DUTIES: Under the direction of the Supervisor, is responsible for administration of the financial affairs of the community; for the formulation of major financial policies. Supervision is exercised over a number of staff personnel in Data Processing, Supervisor's Department and the Tax Department.

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative work involving responsibility for examining claims and authorizing their payment in accordance with a prescribed procedure; responsibility for the examination, auditing and fiscal affairs of the community; subject to direct check by the State Comptroller.

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 Council;

Undertakes special financial studies for the Town Board, 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; a high degree of integrity; good judgment; and physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a regionally accredited or New York State recognized college or university with specialization in finance and two years experience municipal bookkeeping or accounting, or (b) graduation from a high school or possession of a high school equivalency diploma and six years of the above experience, or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns

J. C.: Exempt*

*Competitive when Town Comptroller is exempt.

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Job Class Code: 0028