

FINANCIAL SPECIALIST (VILLAGE OF PORT CHESTER)

DISTINGUISHING FEATURES OF THE CLASS: This is a temporary professional accounting/financial management position intended to serve for a period not to exceed five months observing the operations of the Village Treasurer's Office and Finance Department of the Village of Port Chester, for the purpose of transitioning to becoming the next Village Treasurer. The transition is needed to allow the prospective Village Treasurer to become familiar with existing operations as well as the formulation of the Village's 2019/2020 Fiscal Year Operating and Capital Budgets. The incumbent of this position will also become familiar with the operations and activities of the Village's Industrial Development Agency, since the Village Treasurer serves as a financial advisor to the Industrial Development Agency. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Observes the operations of the Village Treasurer's Office, Finance Department, and Industrial Development Agency of the Village of Port Chester, with particular emphasis on the development of the Village's upcoming operating and capital budget to become familiar with these activities and processes for the purpose of transitioning to the position of Village Treasurer;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of government accounting theory and practices, municipal cash management, investments, bonding, securing long and short term financing, taxation, budget preparation, public private/partnerships financing, district administration and grant management; strong leadership skills; ability to work in an automated financial management and accounting environment; ability to communicate and work effectively with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to produce a variety of formats for correspondence, records, reports and maintenance of files; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; integrity, sound professional judgement, resourcefulness, initiative and physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Accounting, Business Administration, Finance, or related field and five (5) years of progressively responsible experience in public sector fiscal management, accounting, purchasing, investments, budgeting (including capital) and forecasting, including three (3) years of experience at a management and policy making level with supervisory responsibility over a professional staff; or (b) a Master's Degree* in Accounting, Business Administration, Finance or related field and four (4) years of the experience as described in (a), including two (2) years of experience at a management and policy making level with supervisory responsibility over professional staff.

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.