

Jurisdictional Class: Competitive  
Adopted: May 30, 1991  
Revised: May 11, 2010

### **FINANCE DIRECTOR (MLD)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative financial management position involving complete responsibility for the fiscal structure, cash flow, accounting, and computer operations of the department. The incumbent insures the accuracy, stability, and legality of all department financial transactions. Supervision is exercised over clerical, account clerical, and data processing personnel. The work is performed under the direct supervision of the Manager of Municipal Lighting Department with broad discretion allowed for the exercise of independent judgment in overseeing fiscal operations. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Prepares and administers internal budgets for operations, construction, and maintenance functions;  
Designs, installs, and oversees the use of accounting systems and accounting procedures;  
Collects and computes cost of service work order data and records it in proper accounts for capitalized costs or maintenance expenses;  
Develops and carries out rate preparation studies and customer category analysis;  
Compiles system electrical load movement data for department planning and to report to various governmental agencies;  
Prepares fiscal reports for the NYS Department of Public Service (NYSDPS), the Federal Energy Regulatory Commission (FERC), and the Office of the State Controller;  
Supervises employees posting to ledgers and performs or closely supervises correlation, classification, and codification of accounts;  
Directs and performs operation of computerized billing, collections, cost accounting trial and final balances, reconciliation, and account analysis;  
Sets up system for allocating charges to proper accounts and monitors its effectiveness;  
Oversees payroll accounts including reporting, records maintenance, computations, and check writing;  
Compiles and prepares labor, material, and operational cost records and reports;  
Verifies and reconciles the individual account balances;  
Maintains perpetual inventory by devising reporting and recording systems and utilizing data processing capability;  
Directs storekeeping personnel performing inventory system transactions;  
Assumes responsibility for posting, maintenance, and balancing of general ledgers and for internal audit procedures;  
Revises accounting systems to meet changing needs;  
Maintains and operates computerized financial system approved for use by the City;  
Manages chart of accounts in compliance with the reporting requirements of the State of New York and the NYS Department of Public Service (NYSDPS);  
Prepares monthly, annual and ad hoc financial reports for the Common Council, MLD General Manager, City Chamberlain, the Public Service Commission, New York State, and others as required;  
Assists in public relations, customer service, and public information efforts;  
Reviews and approves all purchases for payment and cost allocation up to level of established financial authority;  
Directs and maintains fixed asset accounting for cost and depreciation within proper asset life categorizations and classifications;  
Assists in the development of the departmental budget and in maintaining budget control;  
May direct specific utility program as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of general accounting financial reporting procedures;  
Thorough knowledge of internal auditing methods;  
Thorough knowledge of budget administration;  
Good knowledge of data processing systems capabilities and uses, including an appreciation of output reliability;  
Good knowledge of financial research and planning techniques;  
Good knowledge of the overall operation of a power supplying utility as regards to the keeping of comprehensive records and accounts;  
Ability to design, revise, implement, and monitor the use of computerized accounting systems;  
Ability to prepare complex financial reports;  
Skill in mathematical calculations, particularly concerning power usage, power factors, load factors, customer category use, cost of service, and rate computation;  
Ability to plan and supervise the work of others;  
Ability to establish and maintain cordial relations with others;  
Ability to express one's self orally and in writing, including formally speaking to groups;  
Sound judgment in the allocation of charges and the solution of accounting problems.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Master's Degree in accounting, business management, personnel management, business administration, or closely related field including or supplemented by eighteen (18) credit hours in accounting, and two (2) years of supervisory experience in a public or private accounting and financial office; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting and three (3) years of experience as stated in (a) above; or
- (c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration including or supplemented by eighteen (18) credit hours of accounting, and four (4) years of experience as stated in (a) above; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.