

Jurisdictional Class: Competitive
Adopted: January 1, 2007
Revised: May 11, 2010

FINANCE MANAGER/DEPUTY TREASURER

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for performing a variety of complex accounting and fiscal management functions in the County Treasurer's Office and acting for and in place of the County Treasurer. The incumbent oversees account keeping activities, oversees the collection, receipt, and processing of taxes, installs and maintains accounting systems, manages cash flow, oversees the ongoing monitoring of departmental budgets, determines the need to issue debt instruments, and processes necessary documents. The work is performed under the general supervision of the County Treasurer with leeway allowed for exercise of independent judgment in planning and carrying out assigned tasks. Supervision is exercised over subordinate employees engaged in clerical and accounting duties. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Instructs and advises employees in the County Treasurer's Office on technical accounting practices and procedures, continuously monitors to assure knowledge of new procedures, and changes and insures accounting procedures are in place;

Acts for and serves in place of the County Treasurer with full authorization to sign and bind the County in all financial matters including but not limited to bank transactions, investments, borrowings, state, and federal aide, etc.

Oversees and supervises a subordinate staff engaged in a variety of fiscal operations;

Assists and advises departments with accounting problems and insures compliance with the NYS Uniform System of Accounts, Generally Accepted Accounting Principles and Generally Accepted Auditing Standards;

Oversees computerized accounting and auditing systems and procedures to provide complete and accurate records of county financial and budgetary transactions;

Coordinates accounting functions with the Information Technology Department;

Conducts special financial and statistical research including new or modified accounting systems as directed by the Treasurer, County Legislators, Budget Officer, or County Administrator;

Aids the County Treasurer in the preparation of financial reports and accounting data reports for use in budget preparation and fiscal decision making;

Performs cash flow projection, analysis and cash management to facilitate financial transactions;

Recommends amount, type, and timing of investments and maintains knowledge of current market, monitors suitability and amount of pledged collateral, and assists in formulating investment policy;

Plans issuance of debt instruments, determines payment schedules, completes tax rate impact, completes IRS reporting requirements, and prepares official statements;

Confers with County Budget Officer, County Treasurer, and department heads concerning status of budgetary revenues and expenditures;

Oversees and insures that departments responsible for filing reimbursement claims and submitting the revenues to the County Treasurer meet time schedules;

Aids in tax collection functions and its interaction with the total fiscal operation;

Prepares all County financial resolutions;

Assists with the annual financial report and year-end reports;

Audits various department records to comply with accepted accounting standards;

Works directly with independent and state auditors during audits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern, general, and governmental accounting, fiscal, and auditing procedures and techniques including budgeting and appropriation practices;

Thorough knowledge of methods used in keeping financial accounts and records;

Good knowledge of banking procedures including investments and borrowing;

Good knowledge of modern fiscal terminology, practices, and procedures;

Ability to understand, implement, and maintain computerized accounting systems in conjunction with a data processing operation;

Ability to communicate with data processing personnel on accounting matters;

Ability to plan and supervise the work of others;

Ability to prepare complex written reports;

Familiarity with computer generated accounting and fiscal records;

Resourcefulness in applying accounting procedures and practices to problems encountered in financial records and reports.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, or Economics, including or supplemented by eighteen (18) semester credit hours in accounting, and five (5) years of accounting or auditing experience which must have been involved in the maintenance of double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; three (3) years of which must have been in a supervisory capacity; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting, and other fiscal related responsibilities, including or supplemented by eighteen (18) semester credit hours in accounting, and six (6) years of experience as defined in (a) above; three (3) years of which must have been in a supervisory capacity; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.