

Jurisdictional Class: Competitive
Adopted: January 1, 2007
Revised: July 17, 2015

FINANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve responsibility for performing a variety of complex accounting and fiscal management functions within an agency. The incumbent oversees and manages all account keeping functions/activities and the collection, receipt, and processing of taxes; installs and maintains accounting systems; manages cash flow, oversees the ongoing monitoring of departmental/agency budgets; determines the need to issue debt instruments; processes and submits necessary documents and tax reports; and may also perform payroll functions. The work is performed under general supervision 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)

- Oversees computerized accounting and billing systems and procedures, and coordinates accounting functions with all departments/agencies to provide complete and accurate records of financial billing and budgetary transactions;
- May be assigned the management of all accounting functions, including payroll, and the preparation and submission of all tax reports;
- Assists and advises departments/agencies with accounting problems and insures compliance with all New York State and Federal regulations including, but not limited to, the NYS Uniform System of Accounts, Generally Accepted Accounting Principles, and Generally Accepted Auditing Standards;
- Works with committee and/or the Board to develop and implement policies and procedures for financial and personnel matters;
- May be responsible for preparing all financial resolutions and assists in the Annual Update Document for reporting to New York State;
- 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;
- Aids in the preparation of and compilation of financial reports and accounting data reports for use in budget preparation and fiscal decision making and may be responsible for the development, implementation, monitoring, and evaluation of the annual budget with the Director/Supervisor and/or the Board and the preparation and filing of annual budget application forms and assurances;
- Creates and delivers monthly financial reports and prepares reports on the grants and state aide status on monthly basis to staff, Director, Board, etc. as directed and prepares documentation and reviews all financial reports for the yearly audit;
- Works directly with independent and state auditors during audits;
- Performs cash flow projection, analysis, and cash management to facilitate financial transactions and may be responsible for the approval and processing of vendor invoices for payment;
- Confers with Director/Supervisor, auditors, and department heads concerning status of budgetary revenues and expenditures;
- Oversees and supervises subordinate staff engaged in a variety of fiscal operations;
- May be responsible for providing the necessary training with staff and trustees on annual report preparation and oversees, edits, approves, and files all annual reports;

Financial Manager

Conducts special financial and statistical research including new or modified accounting systems as directed by the Director/Supervisor, regulation, or state and local auditors;
Maintains professional education in order to keep up to date with new and changing standards.

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 with a computerized system;
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 and billing systems in conjunction with a data processing operation;
Ability to plan and supervise the work of others;
Ability to prepare complex written reports;
Ability to communicate effectively, both orally and in writing;
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, Finance, 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.