

ASSISTANT DIRECTOR OF FINANCE - WATER AUTHORITY

Code No. 3-01-074

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for the establishment and maintenance, on an accrual basis, of the Water Authority's financial records, including the preparation of periodic financial statements, reports and year-end financial statements subject to the audit and verification of an independent accounting firm. The work involves responsibility for revenue forecasts, and the compilation of the annual budget for management review and approval. General direction is received from the Director of Finance and Business Services. General supervision is exercised over a staff of accounting and administrative personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides fiscal and operational information to management for its use in directing the various functions of the Authority;

Provides documentary evidence of the existence of all the resources of the Authority as well as all the obligations of the Authority;

Designs, develops and maintains adequate standard controls over the Authority fiduciary responsibilities;

Meets all government regulations for the calculation and reporting or payment of taxes and other obligations of the Authority;

Manages the development, maintenance and modification of accounting systems;

Develops, maintains and issues reports on cost accounting systems in cooperation with operating department heads;

Manages the preparation of the annual preliminary budget for the Authority.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of accounting and auditing; good knowledge of the application of data processing techniques; good knowledge of business organization and management; good oral and written communication skills; ability to organize and supervise an accounting staff; ability to follow complex oral and written instructions; ability to prepare, present and analyze information; ability to prepare clear, concise reports; ability to evaluate problems and select the best solution; good judgment; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration or a major in Accounting, plus four (4) years of full-time paid experience as an Accountant in a public or private agency, two (2) years of which shall have been in a supervisory capacity.

NOTE: A Master's degree in Business Administration may be substituted for one (1) year of the general accounting experience.

SPECIAL REQUIREMENTS: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

FORMERLY: Manager of Information Systems

ADOPTED: June 23, 1983