

## ASSISTANT DIRECTOR OF FINANCE

Code No.: 6-01-016  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional level finance position in a Town involving responsibility for assisting the Director of Finance in the maintenance of accounts and the handling of finances and financial records for a Town. The employee reports directly to and works under the general supervision of the Director of Finance or other senior staff member with wide latitude allowed for the frequent exercise of independent judgment in planning and administering account keeping activities and in the management of Town finances. General supervision is exercised over lower level personnel and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Maintains and/or supervises the maintenance of both computerized and manual fiscal records, according to established accounting procedures;

Prepares payroll checks and related payroll reports;

Processes checks for disbursement and deposit;

Prepares and analyzes financial and statistical reports and makes appropriate adjustments;

Reviews trial balance output and error reports and makes adjustments;

Verifies and analyzes accounts;

Audits accounting reports and makes adjustments;

Communicates with departments and outside agencies and businesses regarding financial records and accounting matters;

Examines and approves vouchers, claims, invoices, proposed contracts, and payrolls, and reconciles with supporting data for accuracy;

Assists in the budget development and review process and subsequent monitoring of actual activity against the budget;

Analyzes computer applications and modifies existing software to correspond to specific town needs;

Participates in cost analysis studies;

Reconciles and/or supervises the reconciliation of bank statements with accounting records;

Assists in the investment of surplus town funds;

Assists in evaluating pricing quotations, investing funds, and recording and maintaining related accounting entries, logs and reports;

Schedules and organizes work assignments of lower level personnel;

Performs duties of Director of Finance during absences.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of generally accepted accounting principles and the New York State "Uniform System of Accounts for Towns"; good knowledge of automated budgeting and accounting systems and software; good knowledge of the procedures of budget development and control; good knowledge of the principles and practices of account auditing; good knowledge of the New York State Municipal Code; good knowledge of computer capability and applications; working knowledge of investment principles and practices of a municipality; working knowledge of the principles and practices of public administration; ability to design financial and accounting procedures, including cash management and internal control, in accordance with good management and accounting principles; ability to maintain accounts and follow established financial procedures; ability to control budget expenditures; ability to analyze budgets, financial reports and systems, computer applications and department needs; ability to modify existing computer programs; ability to communicate well orally and in writing; ability to establish and maintain professional relationships; ability to supervise and utilize good management techniques; honesty; good judgment; initiative; integrity; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Economics, Finance, Mathematics, Business or Public Administration or closely related field with a minimum of fifteen (15) semester credit hours in accounting in all cases, plus five (5) years of full-time or its part-time equivalent paid experience in auditing, accounting, or bookkeeping, one (1) year of which must have included working with automated budgeting or accounting systems and software; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Economics, Finance, Mathematics or Business or Public Administration, or closely related field with a minimum of fifteen (15) semester credit hours in accounting in all cases, plus three (3) years of full-time or its part-time equivalent paid experience in auditing, accounting, or bookkeeping, one (1) year of which must have included working with automated budgeting or accounting systems and software; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Economics, Finance, Mathematics, Business or Public Administration, or closely related field with a minimum of fifteen (15) semester graduate or undergraduate credit hours in accounting in all cases, plus one (1) year of full-time or its part-time equivalent paid experience in auditing, accounting, or bookkeeping which must have included working with automated budgeting or accounting systems and software; OR,

- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree with a minimum of six (6) semester credit hours in Accounting, Economics, Mathematics, and/or Finance, plus five (5) years of full-time or its part-time equivalent paid work experience in auditing, accounting, or bookkeeping, one (1) year of which must have included working with automated budgeting or accounting systems and software; OR,
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C), and (D) above.

**NOTE:** Candidates must submit a student copy of transcript, or itemized list of course work and credits received at time of application. Clerical financial account or record keeping experience will not be counted toward meeting the work experience qualification.

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

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**REVISED:** March 24, 1983

**REVISED:** December 7, 2000