

DIRECTOR OF FINANCE AND BUSINESS SERVICES
MONROE COUNTY WATER AUTHORITY

Code No.: 3-02-005
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for the fiscal affairs and the business services of the Monroe County Water Authority. This includes accounting systems, financial operation reporting, audits, providing advice on financing and investments, as well as the customer service and water billing operations and improvement of internal systems and procedures. The employee reports directly to and works under the general direction of the Executive Director with considerable latitude to exercise independent judgment. General supervision is exercised over a Manager of Information Technology, a Manager of Customer Services, a Supervisor of Meter Services, and an Administrative Secretary. Does related work as required.

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

Supervises the establishment, maintenance and auditing of all Monroe County Water Authority accounts;

Supervises meter services to assure correct and timely measurement of customer water consumption;

Supervises customer service, which entails complaints, inquiries, and correct and timely water bills according to the rules and regulations for sale of water;

Supervises the maintenance of a continuous record of all Monroe County Water Authority property;

Supervises water revenue generation and pricing;

Develops annual financial reports that accurately reflect the operations and financial condition of the Monroe County Water Authority, annual budgets for the Monroe County Water Authority and periodic special financial reports and analyses as required;

Reviews independent auditors' activities and recommendations for changes and adjustments;

Reviews various internal financial reports, accounts, accruals, collections, etc., to measure effectiveness of both the accounting procedures and operations of Monroe County Water Authority;

Establishes methods of accounting to be used within the Monroe County Water Authority;

Advises and consults with the Monroe County Water Authority Board on financial trends, financing and investment opportunities and the cost/benefit relationship of major proposed capital improvements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of corporate or governmental agency fiscal control and bonding; thorough knowledge of the principles of accounting auditing; thorough knowledge of supervisory practices and techniques; good oral and written communication skills; ability to advise on successful financing techniques for capital construction and improvement; ability to establish and adapt appropriate accounting systems; ability to analyze accounting records (resourcefulness); ability to solve complex accounting problems; ability to present complex fiscal matters in understandable written and oral forms; ability to effectively plan and supervise the work of others; good judgment, initiative, integrity; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: EITHER:

- (A) Graduation from a regionally accredited or a New York State registered college or university with a Master's degree in Business Administration, Accounting, or a related discipline, plus two (2) years paid full-time or its part-time equivalent fiscal experience; OR
- (B) Graduation from a regionally accredited or a New York State registered college or university with a Bachelor's degree in Business Administration, Accounting, or a related discipline, plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Accounting, or related discipline, plus six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

REVISED: March 19, 1981

REVISED: April 7, 2005

REVISED: June 6, 2019

Approved non-competitive by the New York State Civil Service Commission on 07/28/88.