

## **DIRECTOR OF FINANCE**

Code No.: 6-04-012

EXEMPT for All Towns only  
when not using Comptroller

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in a town or village which involves responsibility for directing the maintenance of accounts and the handling of finances and financial records. The Director of Finance works in accordance with the town's fiscal policies, state laws and requirements and generally accepted municipal accounting procedures and guidelines. This employee works under general direction from, and reports directly to, the Town Supervisor. General supervision may be exercised over an Assistant Director of Finance, Payroll Clerk or Account Clerk. 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 and participates in entering, updating and balancing general ledger entries;

Processes claim vouchers and purchase orders, issues checks and records accounts payable;

Computes, prepares, distributes and may present to the Town Board a variety of monthly and quarterly financial reports;

Prepares the annual report for submission to the Town Board and State Comptroller's Office; or assists outside auditors in this task;

Assists the supervisor in preparing and controlling the town's budget by coordinating submissions, compiling data, providing information to town department heads, figuring tax rates and handling budget transfers;

Attends monthly Town Board meetings and seminars/workshops sponsored by other government agencies, professional organizations and financial institutions;

Manages town investments and recommends products that will yield the greatest financial return;

Prepares payroll checks and related payroll reports;

Controls the town's checking accounts, saving accounts and certificates of deposits and reconciles these accounts with bank statements;

Analyzes the town's financial situation and recommends policy changes;

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

Assists in all bondings by the renewing and placing of bond anticipation notes with the banks;

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

needs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of established accounting procedures and the "Uniform System of Accounts for Towns", thorough knowledge of automated budgeting and accounting systems and software; thorough knowledge of the procedures of budget development and control; thorough knowledge of the New York State Municipal Code; thorough knowledge of computer capability and application; thorough knowledge of investment principles and practices of a municipality; good knowledge of purchasing principles and procedures; working knowledge of the principles and practices of public administration; ability to design financial and accounting procedures 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.

**ADOPTED:** January 8, 1987

Approved Exempt for All Towns (when not using Comptroller) by NYS Civil Service Commission on July 15, 2009