

COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: Directs the Fiscal affairs of the County. Receives and serves as custodian of all monies administered by the County. Works under the general direction of the County Executive. Exercises direct supervision over the Deputy Commissioner of Finance and indirectly over a number of accounting, technical, and clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).

Formulates fiscal policies in coordination with the County y Executive and County Legislature;
Collects, receives, has custody of deposits, invests and disburses all fees, revenues, and other funds of the County or for which the County is responsible;
Assists the County Executive in the preparation and administration of the County budget;
Plans, directs and controls the fiscal accounting and auditing procedures for the County;
Directs the accounting and control procedures of all County expenditures and the audit procedures for expenditures;
Borrows money in the name of the County as authorized by the County Legislature;
Maintains the books of accounts of the County;
Directs preparation and compilation of fiscal statements and reports;
Prescribes approved methods and forms for financial accounting and record keeping for all County departments and administrative agencies;
Procures statements from all depositories of County funds and funds for which the County is responsible and reconciles such statements with the County accounts;
Certifies the correctness of payrolls for the payment of salaries of officers and employees paid from County funds subject to the requirements of the Civil Service Law;
Designates, subject to the approval of the Legislative body, the official County banks of deposit; ensures that all deposits of County funds are protected by securities put up by the various banks;
Maintains control over financing of projects, studying and renewing reports noting that appropriations and revenues are in order to avoid borrowing;
Directs the drawing, signing, disbursing and reconciling of checks.
Performs a variety of related activities as required.

COMMISSIONER OF FINANCE (cont'd)

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of fiscal, accounting and financial affairs, practices and procedures; thorough knowledge of legal provisions relating to fiscal affairs, accounting and auditing; good knowledge of the methods of office management; administration ability; ability to prepare reports; ability to deal with the public; tact, resourcefulness and initiative.

MINIMUM QUALIFICATIONS:

- a) Master's degree in Accounting and two (2) years of responsible experience in finance or accounting including at least six (6) months experience in governmental finance or accounting; or
- b) Bachelor's degree in Accounting and four (4) years of responsible experience in finance or accounting including at least one (1) year of experience in governmental finance or accounting; or
- c) An equivalent combination of training and experience as indicated in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.