

DEPUTY COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible work which involves acting for and in place of the Commissioner of Finance in his absence or other inability to act. The position involves responsibility for maintaining county accounting records in conformance with the Uniform System of Accounts and applicable state and local statutes. Supervision is exercised over a number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

In the absence or other inability of the Commissioner of Finance:

- Acts as the chief accounting authority of the county prescribes such methods of accounting procedures for the county and its administrative agencies as he may deem necessary;
- Examines, and verifies books, records, accounts and payrolls, including bond or note registers and trust accounts, and the accrual and collection of all county revenues and receipts;
- Supervises the collection of property taxes due the county as well as the collection and enforcement of delinquent real property taxes for the towns, villages and school districts of the county.
- Verifies the reconciliations of all balances;
- Assists the County Executive in the preparation and administration of the budget of the county;
- Develops and recommends a budget program that includes both long range capital budgeting and annual operating capital budgets under the direction of the legislature;
- May give general administrative direction to the Real Property Tax Services Department, and Computer Department;
- Performs a variety of related activities as required.

*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 and understanding of governmental accounting and finance particularly the Uniform System of Accounts; thorough knowledge of the budget preparation process; ability to communicate effectively both orally and in writing; ability to understand and interpret complex written material; courtesy and tact.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in accounting, public or business administration or related field and, three (3) years responsible experience in account keeping, public or business administration; or
- b) Bachelor's degree in accounting, public or business administration or related field and four (4) years responsible experience in account keeping, public or business administration; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.