



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**Director of Finance**  
**\$66,000 - \$75,000 per year**  
**\*\*Revised 06/15/16\*\***

### DISTINGUISHING FEATURES OF THE CLASS:

The Director of Finance shall appoint, supervise, discipline and, if necessary, remove employees of the Department of Finance, and assign and reassign powers and duties to such employees, have charge and control of employees of the Department of Finance in accordance with sound management principles, Board of Supervisors' policies, Civil Service Law and other administrative policies and procedures. The Director of Finance shall be responsible for the administration of the Department of Finance, shall have general superintendence over the fiscal affairs of the county. The Director of Finance will provide checks and balances on powers and duties retained by the Treasurer. Does related work as required.

### MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in accounting, finance or business management and six (6) years' experience in municipal accounting/auditing and three (3) years supervisory authority; OR
2. MBA, MPA, CPA or GFOA (governmental finance officers association) certification and three (3) years supervisory authority; OR
3. Eight (8) years progressive experience in an accounting or auditing setting, at least three (3) of which must involve supervisory authority; and at least four (4) years' experience in municipal accounting or auditing; and at least two (2) years' experience in actually doing financial forecasting, analysis and management. This doesn't have to be in a municipal setting, although it would help.

**APPLICATIONS MAY BE OBTAINED FROM AND RETURNED TO:**

**SENECA COUNTY PERSONNEL OFFICE,  
1 DI PRONIO DRIVE, WATERLOO, NY 13165**

Applications Accepted Up To:

**July 15, 2016**

**FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....**

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Keeps records of revenues, appropriations, encumbrances and expenditures, and prescribes approved methods of accounting for County officers and administrative units;

Reviews all requisitions to determine that sufficient funds exist with which to pay them;

Keeps separate accounts for each County officer and department and maintains the funds of the County as prescribed by law and in accordance with the directives of the Board of Supervisors;

Prepares monthly financial reports of the revenues, expenses and balances of the County;

Audits all claims, accounts and demands that are lawful County charges with the same effect as if audited and directed to be paid by the Board of Supervisors;

Prepares payrolls and pays the salaries and wages of officers and employees paid from county funds or delegates and authorizes an officer or employee of the department to certify the correctness of payrolls in accordance with the provisions of the Civil Service Law;

Manages the recording and investment of cash;

Administers and accounts for court and trust funds;

Administers the county sales tax program, insuring that all sales tax collected are remitted to and received by the County;

Monitors and analyzes the current financial position of the County and forecasts future results;

Administers the County Debt Management Program and Policy including the issuance of bonds and notes as approved by the Board of Supervisors;

Requires County officer or head of a department to furnish an inventory of supplies and equipment on hand and necessary purchases contracted for or contemplated;

Pays all lawful claims or charges against the County for which the County is responsible and preserves all claims, accounts and demands as required by law;

Periodically audits the cash and fiscal records of all county departments and implements fiscal efficiencies in all of the County operations and enterprises;

Reviews and analyzes departmental budgets, identifying variances and recommending necessary corrective action to the departments and the County Manager;

Submits financial reports to the Board of Supervisors summarizing the fiscal condition of the County as of December 31<sup>st</sup> and furnishes such additional reports and graphs from time to time as needed by the County Manager and the Board of Supervisors;

Prepares the annual financial report for the NYS Comptroller;

Manages the County fund balances to ensure that they are adequate and sufficient to meet operating needs;

Keeps a record of all bonded indebtedness and other loans and conducts the sale of all bonds pursuant to the provisions of the Local Finance Law;

Determines and reports the financial and budgetary impact on the County of all proposed county policy decisions and changes in state and federal budgets and any changes in environmental factors.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principals of administration and supervision; thorough knowledge of the principals of financial planning and analysis; thorough knowledge of the principles of general account auditing and systems auditing; ability to communicate effectively and persuasively, orally and in writing; ability to exercise good financial judgment; ability to learn and understand the principal of municipal budgeting.

Revised: June 15, 2016