



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	BUDGET DIRECTOR
Jurisdictional Class:	Competitive
Civil Division:	County
Adoption: CSM	05/12/1999
Revised: CSM	08/09/2000; 12/8/04; 12/13/06; 11/12/08

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the financial planning and accounting practices of the County and/or County Departments. Work is performed under the general direction of the County Manager or specific department head as assigned. Supervision is exercised over fiscal professional and clerical personnel. The incumbent does related work as required at the request of the appointing authority.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes or recommends to the appointing authority financial objectives and fiscal policies for the departments;

Directs and analyzes studies of general economic, business, and financial conditions and their impact on county departments' fiscal policies and operations;

Directs and coordinates the preparation of reports which summarize and forecast the county and/or departments' activity and financial position in areas of revenue and expenses based on the past, present, and expected operations;

Oversees and directs budgeting, accounting, purchasing, contracts, and insurance activities for the divisions and/or departments;

Directs accounting personnel in providing and directing procedures necessary to maintain proper records and to afford adequate accounting controls and services;

Appraises the county and/or departments' financial position and issues periodic financial and operating reports;

Prepares spreadsheets and forecasts the county and/or departments' financial operations utilizing knowledge of a personal computer;

Functions as a team leader in developing and improving the financial knowledge of the county and/or departments' division heads relative to their division and the county as a whole;

Directs and coordinates the establishment of the annual budget in conjunction with the Chairperson/Budget Officer of the Legislature;

Analyzes, consolidates, and directs cost accounting procedures together with other statistical and routine reports;

May oversee and direct the preparation and issuance of the county's annual financial reports in conjunction with the Treasurer's Office;

Prepares reports required by regulatory agencies;

Arranges for audits of departmental accounts;

Analyzes the flow of fiscal information between the computer center and various departmental divisions participating in the system and devises solutions accordingly;

Manages all computer systems for fiscal reporting including the evaluation and acquisition of accounting software;

Assists the County Manager and/or Department Head to identify and carry out the goals and standards set for fiscal control and reporting;

May participate in disaster activities as trained and assigned;

Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, practices, and terminology of general and governmental accounting;
Thorough knowledge of financial administration including budgeting and reporting;
Thorough knowledge of trends and current developments in the field of accounting;
Thorough knowledge of office terminology, practices, and procedures;
Thorough knowledge of computerized application of accounting systems, both mainframe and personal;
Thorough knowledge of methods of organization, planning, and management;
Thorough knowledge of principles and practices of supervision;
Good knowledge of Federal, State, and local laws, rules, and regulations as they relate to this position;
Ability to exercise good judgment in evaluating situations, establishing priorities, and making decisions;
Ability to analyze and evaluate accounting problems to devise solutions;
Ability to plan and analyze complex financial and statistical records, reports, and statements;
Ability to prepare and present complex oral and written reports clearly and concisely;
Ability to operate a personal computer and local area network;
Ability to deal effectively with others;
Ability to communicate effectively, both orally and in writing;
Ability to plan, assign, and supervise the work of others.

MINIMUM QUALIFICATIONS:

(A) Possession of a master's degree from a regionally accredited or NYS registered college or university in accounting, business or public administration, economics or finance, including or supplemented by 24 semester credit hours in accounting and four years of experience in fund accounting, auditing, municipal budgeting or financial planning and analysis, three years of which must have been supervisory; OR

(B) Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in accounting and six years experience in fund accounting, auditing, municipal budgeting, or financial planning and analysis, three of which must have been supervisory; OR

NOTE: CPA (Certified Public Accountant) Designation may be substituted for the master's degree.
CMA (Certified Management Accountant) designation may be substituted for one year of general experience as described above.