



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	Director of Finance#
Jurisdictional Class:	Non-Competitive# (JC Pending)
Civil Division:	Finance Department
Adoption: CSM	4/20/21
Revised: CSM	11/15/22

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, Civil service Law and other administrative policies and procedures. The Director of Finance shall be responsible for the administration over the fiscal affairs of the County and will provide checks and balances on powers and duties retained by the Treasurer, who still has overall charge of the books of original entry and subsidiary ledgers for accounts contained in the general ledger. Responsible for the financial analysis and support to the County Administrator and/or, the County Legislature, in the planning, creating, implementing, and monitoring of the long-term financial programs, in consultation with the Treasurer, for the purpose of formulating policy and establishing procedures with Department Heads and senior level staff. Supervision is exercised over the work of the Finance Department.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responsible for the separate accounts for each County office and department and maintains the funds of the County as prescribed by law and in accordance with the directives of the Legislature;

Responsible for maintaining the general ledger serving as a central record and control on a number of individual accounts;

Prepares financial reports required by State laws and local rules detailing claims and expenditures;

Prepares monthly financial reports of balances of the appropriation accounts for all departments;

Supervises the maintenance of a large variety of accounts associated with a variety of tax receipts, tax sales, budgets, bails, trust accounts, etc.;

Oversees payrolls 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 Civil Service laws;

Manages the recording and investment of cash;

Administers and accounts for court and trust funds;

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

Administers the County Debt Management Program and Policies including the assurance of bonds and notes approved by the Legislature;

Supervises the keeping of account ledgers by subordinates;

Prepares complex financial and statistical reports;

Supervises the reconciliation of bank balances periodically;

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

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

TYPICAL WORK ACTIVITIES: (continued)

Oversees records of all bonded indebtedness and other loans and coordinates the sale of all bonds pursuant to the provisions of the Local Finance Law;
Supervises the operations of department personnel and trains new personnel;
Uses a personal computer to make financial inquiries, maintain records and make analyses;
Monitors and analyzes capital projects, including cash flow;
Advises the County legislature and/or County Administrator with regard to capital project borrowings, timelines, length and amounts of borrowing and in-house utilization of cash and fund balance;
May provide any other related cash flow analysis and/or reports as needed by the County Administrator and/or County Legislature;
Coordinates with the Treasurer for the deposit and investment of county funds;
Provides fiscal support to Department Heads as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles of financial planning, general account auditing, and analysis;
Thorough knowledge of modern accounting principles and practices as related to County government;
Good knowledge of office management principles and procedures;
Good knowledge of existing laws pertaining to the fiscal operation of various County Departments;
Resourcefulness in applying accounting procedures and practices to problems encountered in work;
Ability to prepare and maintain accounting records and reports;
Ability to analyze and organize complex oral instructions and/r written instructions;
Ability to develop effective working relationships with subordinates and other contacts;
Ability to learn software programs and utilize computer to enter and retrieve data;
Integrity and good judgment in solving complex account-keeping problems;
Ability to plan, assign and supervise the work of others;
Accuracy;
Integrity.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Accounting **OR** a Certified Public Accountant License; **AND** four (4) years of accounting* or finance* experience; two (2) years of which shall have included supervisory experience; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business, Public Administration, or Finance, which shall have included 24 credit hours in Accounting; **AND** four (4) years-of accounting* or finance* experience; two (2) years of which shall have included supervisory experience **OR**
- C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting; **AND** six (6) years of accounting* or finance* experience; four (4) years of which shall have included supervisory experience **OR**
- D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business, Public Administration, or Finance, which shall have included 24 credit hours in Accounting; **AND** six (6) years of accounting* or finance* experience; four (4) years of which shall have included supervisory experience.

*Municipal accounting and/or finance experience is preferred.