



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



DIRECTOR OF FINANCE

**Salary Range \$68,000 - \$81,000
Based on Experience**

RESIDENCY: Seneca County's residency requirement of residency in Seneca County or a county contiguous to Seneca County for 30 days prior to application has been waived for this position. Candidates must be legal residents of New York State at time of application.

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.

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;
- Subject to the provisions of the Civil Service Law, prepares payrolls and pay the salaries and wages of officers and employees paid from County funds or delegate and authorize an officer or employee of the department to certify the correctness of payrolls;
- 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 forecast future results;
- Administers the County Debt Management Program and Policy including the issuance of bonds and notes as approved by the Board of Supervisors;
- May require any 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
On or before the 1st of March each year, submits financial reports to the Board of Supervisors summarizing the fiscal condition of the County at December 31st of the previous year.
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 conduct 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 (1) all proposed county policy decisions, (2) changes in state and federal budgets and (3) any changes in environmental factors
Additional and related duties as may be directed by the Board of Supervisors

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in accounting, finance or business management and six (6) years' experience in municipal accounting/auditing, three (3) years of which must have included supervisory authority; OR

MBA, MPA, CPA or GFOA (governmental finance officers association) certification and three (3) years supervisory authority; OR

Eight (8) years progressive experience in an accounting or auditing setting, at least three (3) of which must involve supervisory authority; and at least two (2) years' experience in actually doing financial forecasting, analysis and management.

Preference will be given to applicants who possess municipal accounting experience.

Please send Cover letter, Resume and Salary Requirements to:
Personnel Officer, Kathy Corona
1 DiPronio Drive, Waterloo, NY 13165
or by email to kcorona@co.seneca.ny.us

Resumes are due August 15, 2018. Recruitment will be ongoing until position is filled.

Only those applicants who meet the above minimum qualifications, and whose resumes are being considered, will be contacted.