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Mayor

Office of Human Resources
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Notice of Job Opening

Position: Chief Financial Manager

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Administrative Services

Number of Vacancies to be filled: 1

Rate of Pay: Commensurate with experience

Schedule: 37.5 hours/week

Application Deadline: **Until filled**
To be considered for the position, all applicants must submit a cover letter and resume to Pjones@albanyny.gov

Residency Requirement: YES
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Friday, April 16, 2021.

CHIEF FINANCIAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: As Chief Financial Manager, the incumbent in this position reports to the Commissioner/Department Head or its designee, and is responsible for the fiscal affairs of the department. The position assists with the execution of a wide range of financial activities including preparation of funding authorizations, validation and reconciliation of financial transactions, analyzing financial data, preparing and updating budget/financial data and use of automated financial data. The incumbent is also responsible for monitoring all revenues and expenditures, and overseeing grant reporting. The incumbent has latitude for exercising professional judgment and initiative in coordinating the work of the fiscal department. Supervision may be required depending on assignment/department.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs financial analysis related to overall financial and budgetary documentation associated with proper budget execution procedures and processes;
- Analyzes financial reports generated by the financial system recommending adaptation of established procedures to eliminate problems or to improve previously established processes;
- Reviews and recommends reconciliation actions for financial transactions within the automated financial systems;
- Analyzes existing financial management policies to determine best practices, procedures and reporting methodologies leading to enhanced financial management policies;
- Establishes and maintains accounts and records;
- Prepares and oversees financial reports for various federal, state and local agencies, boards and commissions, as well as for capital improvements and bid specifications, etc;
- Prepares all grant reporting and budgeting;
- Prepares department annual budget and budget estimates and any other budgets and budget estimates required for the department's operations;
- Reviews financial aspects of all payments processed;
- Reviews and periodically updates expenditure allocations;
- Directs the accounting of all monies received and disbursed by the fiscal section, including the pre-audit of all payments and the preparation of administrative payrolls;
- Ensures appropriate fiscal internal controls are in place and adhered to;
- Instructs lower-level staff in proper work methods and techniques and answers specific questions relating to accounting records and procedures;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the accounting principles, GAAP and GAAS, and practices of budget control, including cost analysis, monitoring and forecasting fund expenditures;
- Good knowledge of the agency's/department's budget preparation process and program objectives;
- Good knowledge of internal controls, fiscal planning, procedures and policies;
- Good knowledge of personal computers and office equipment;
- Working knowledge of effective techniques and methods of conducting interviews and fiscal studies;
- Ability to interpret a variety of written materials, including rules, regulations, policies and guidelines;
- Ability to understand and carry out moderately complex oral and written directions;
- Ability to gather, analyze and summarize fiscal data and information;
- Ability to develop new operating procedures, organizational structures and effective fiscal policies;
- Ability to identify fiscal problems and recommend solutions;
- Ability to deal with and relate to various public and private agencies and personnel;
- Ability to apply guidelines, procedures and policies governing the budget preparation process;
- Ability to reconcile data among multiple systems;
- Ability to use multiple accounting and financial systems as well as to design and maintain spreadsheets;
- Tact and courtesy;
- Good judgement;
- Integrity;
- Initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree or equivalent graduate degree and one (1) year of fulltime paid experience involving financial data analyses, preparing financial management reports and statements, utilizing financial automated systems to extract data and provide reports, and reviewing financial management policies, practices, techniques and procedures; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of fulltime paid experience involving financial data analyses, preparing financial management reports and statements, utilizing financial automated systems to extract data and provide reports, and reviewing financial management policies, practices, techniques and procedures; **OR**

C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.