DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner, an incumbent of this class functions as the department’s chief fiscal officer who directs, coordinates, and implements short and long range fiscal and budgetary policies, programs and procedures having a significant impact on the department’s operation. Oversees and directs the organization’s budget, auditing, accounting, purchasing and insurance activities. Supervises and oversees the department’s fiscal employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- DIRECTS AND COORDINATES the annual budget for ALDC and the Department of Development and Planning;
- APPRAISES the organization’s financial position and issues periodic financial and operating reports;
- ENSURES compliance with all municipal, state and federal regulations;
- ENSURES that departmental and regulatory reporting mechanisms are in place for the submission of mandated reports and records to governmental regulatory agencies and auditors;
- EVALUATES department’s expenditures and revenues to ensure sound cash management and budgetary control procedures;
- ACTS as the custodian of funds, securities and assets of the organization;
- PREPARES and maintains financial and state reports, annual budgets and other documents as required by federal and state regulations;
- PARTICIPATES in meetings with funding sources and managerial staff on issues such as equipment needs, requisitions, lease arrangements, grant specifications and capital expenditures;
- DEVELOPS and maintains procedures and systems to maintain proper records and accounting controls and services;
- ENTERS and retrieves information on an automated computer system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern accounting, budgeting and auditing theory and practices;
- Comprehensive knowledge of automated accounting systems;
- Comprehensive knowledge of financial accounting, cost accounting and budgetary procedures;

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• Thorough knowledge of grant funding and reporting;
• Knowledge of business English, spelling and punctuation;
• Good communication skills;
• Ability to make clear and accurate analysis of facts, figures and processes;
• Ability to organize and monitor complex accounting system;
• Ability to establish and maintain effective working relationships;
• Ability to plan and supervise the work of others;
• Ability to present data, reports and comments clearly and concisely;
• Tact;
• Discretion;
• Ability to work independently;
• Good judgment;
• Thoroughness;
• Dependability;
• Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelors Degree in accounting and one (1) year experience in private or public administration.

Special Requirement:
Must possess Certified Public Accountant license to practice in New York State.