

Department: Essex County Treasurer
Classification: Competitive
Grade: 17

SPEC DISK B7
DOCUMENT 10

FINANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for performing a variety of complex accounting and fiscal management functions in the County Treasurer's Office. The incumbent oversees account keeping activities, and installs and maintains accounting systems, manages cash flow, and determines the need to issue debt instruments and process necessary documents. The work is performed under the general supervision of the County Treasurer with leeway allowed for exercise of independent judgment in planning and carrying out assigned tasks. Supervision is exercised over subordinate employees engaged in clerical and accounting duties. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Instructs and advises employees in the County Treasurer's Office on technical accounting practices and procedures;
Oversees and supervises a subordinate staff engaged in a variety of fiscal operations;
Assists and advises departments with accounting problems and insures compliance with the NYS Uniform System of Accounts, Generally Accepted Accounting Principles, and Generally Accepted Auditing Standards;
Devises and oversees computerized accounting and auditing systems and procedures to provide complete and accurate records of county financial and budgetary transactions;
Conducts special financial and statistical research, including new or modified accounting systems, as directed by the Treasurer, County Supervisors, Budget Officer, or County Manager;
Aids the County Treasurer in the preparation of financial reports and accounting data reports for use in budget preparation and fiscal decision making;
Performs cashflow projection, analysis, and cash management to facilitate financial transactions;
Recommends amount, type, and timing of investments. Maintains knowledge of current market, monitors suitability and amount of pledged collateral, and assists in formulating investment policy;
Plans issuance of debt instruments, determines payment schedules, completes tax rate impact, and completes IRS reporting requirements;
Confers with County Budget Officer, County Treasurer, and department heads concerning status of budgetary revenues and expenditures;
Coordinates accounting functions with the data processing unit;
Insures that departments responsible for filing reimbursement claims and submitting the revenues to the County Treasurer meet time schedules;
Aids in tax collection functions and its interaction with the total fiscal operation.

FINANCE MANAGER - Continued

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern, general, and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices; thorough knowledge of methods used in keeping financial accounts and records; good knowledge of banking procedures, including investments and borrowing; good knowledge of modern fiscal terminology, practices, and procedures; ability to understand, implement, and maintain computerized accounting systems in conjunction with a data processing operation; ability to communicate with data processing personnel on accounting matters; ability to plan and supervise the work of others; familiarity with computer generated accounting and fiscal records; ability to prepare complex written reports; resourcefulness in applying accounting procedures and practices to problems encountered in financial records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, or Economics, including or supplemented by 18 semester credit hours in accounting and two (2) years of accounting or auditing experience which must have been involved in the maintenance of double entry books, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting, and other fiscal related responsibilities, including or supplemented by 18 semester credit hours in accounting and three (3) years of experience as defined in (a); or
- (c) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered two year college or university including and/or supplemented by 18 semester credit hours in accounting and five (5) years of experience as defined in (a); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c) above.

ADOPTED: 07/13/94