

Department: Essex County Manager
Classification: Exempt (Pending CSC Approval)
Grade: _____

SPEC DISK B7
DOCUMENT 32

FINANCIAL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for performing a variety of complex accounting and fiscal management functions within the County Government and under the direction and supervision of the County Manager. The incumbent oversees and assists with financial record keeping activities, assists with the installation and maintenance of financial systems, advises County Manager and County Treasurer as to cash flow, and consults with the County Manager and County Treasurer as to the need to issue debt instruments and assists with the process necessary documents. The work is performed under the general supervision of the County Manager 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 Manager's Office and county departments on technical accounting practices and procedures;

Upon the direction of the County Manager will assist various departmental 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 County Supervisors, Budget Officer, or County Manager;

Aids the County Manager in the preparation of financial reports and accounting data reports for use in budget preparation and fiscal decision making;

At the direction of the County Manager will assist the County Treasurer with cash flow projections, analysis, and cash management to facilitate financial transactions;

At the direction of the County Manager, assists the County Treasurer in recommending amount, type, and timing of investments. Maintains knowledge of current market, consults with the County Treasurer with the monitoring for suitability and amount of pledged collateral, and assists in formulating investment policy;

At the direction of the County Manager, assists the County Treasurer with the issuance of debt instruments, determining payment schedules, completing tax rate impact, and assisting with the completion of 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;

At the direction of the County Manager, will assist the County Treasurer with tax collection functions and their interaction with the total fiscal operation.

FINANCIAL ADMINISTRATOR - Continued

Directly aids and assists the County Manager in the Manager's performance of the duties of County Budget Officer;

Aids and assists the County Manager and the Board of Supervisors in developing long and short range financial planning, including but not limited to capital planning;

Aids and assists the County Manager and the Board of Supervisors in developing and analyzing proposals made in the course of collective bargaining negotiations, as well as making recommendations in connection therewith.

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; working 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:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Public Administration, Political Science or Economics and two years experience in analysis and preparation of budgets and financial reports.

REVISED: 11/12/96