

## **Deputy Director of Finance (Promotional) Tompkins County**

**Department:** Comptroller/Finance

**Classification:** Non-competitive

**Labor Grade:** Management Grade 89

**Approved:** Year-end Resolution 12/02/2015, NC per NYS CSC 10/16/2018

**Revised:** 8/18; 10/18; 12/24

**By:** HB, Deputy Commissioner of Human Resources

### **PROMOTIONAL QUALIFICATIONS:**

This departmental promotion opportunity is limited to current employees of the Tompkins County Finance Department. Applicants must currently hold, and have continuously held, at least two years of competitive class status as a Director of Account Services, Treasury Manager or Purchasing Manager.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **NOTES:**

The employee is expected to have a commitment to and maintain evidence of continuing education throughout their career. Government accounting or fund accounting experience is a plus, but not necessary. CPA, CGFM, CMA, CPFO or related designations preferred but not required.

During the interview/selection process, the applicant should be able to affirm that they are skilled, trained, and experienced in at least *three* of the following competencies:

- Writing policies and procedures for Finance Department
- Banking & Investments for a municipality, including sending/receiving electronic payments
- Recording & Reporting of New York State Sales Tax – includes the receipting of sales tax and the distributions to the municipalities (cities, town, and villages)
- Fixed Assets Accounting & Reporting
- The Public Administration of Estates”

### **DISTINGUISHING FEATURES OF THE CLASS:**

The Deputy Director of Finance is responsible for coordinating all of the various accounting activities of a municipal finance department. The work involves developing, implementing and overseeing the account-keeping activities of the office, supervising staff responsible, and independently performing some of the more challenging public sector account-keeping tasks. The work involves responsibility for insuring that all account-keeping activities are carried out in accordance with all applicable Federal, State and local laws, regulations and policies governing local governments. The incumbent must be willing to learn new software, and develop and adapt to new account-keeping systems and methods. The work is performed under the general direction of the Director of Finance and is not usually subject to more than the Director’s general administrative controls. In accordance with Public Officers law and the Tompkins County Charter, the Deputy Director of Finance has the power and authority to act for and in place of the Director in his/her absence. The employee is responsible for the direct supervision of staff of the Finance Department’s various operating units which consist of: Treasury, Purchasing, Accounting and Payroll. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Provides direct supervision to staff of the Finance Department’s various operating units which consist of: Treasury, Purchasing, Accounting and Payroll.
- Provides departments with information regarding the proper municipal accounting procedures;
- Provides information and reports relative to the proper utilization of Finance Department records;
- Develops, or assists the Director with developing, administrative policies of the Legislature;

- Learns new or existing software packages and implements new accounting procedures designed to ensure compliance with the latest municipal accounting practices and procedures;
- Supervises and trains staff on appropriate policies and procedures as related to the payroll and audit function;
- Oversees the various types of input and output of the department, which includes, but is not limited to: payroll entry, time card entry, accounts payable/receivable, etc.
- Maintains various forms, vouchers, payroll reports, audit reports, trial balances, financial statements and various other departmental reports;
- Prepares original written correspondence, annual statements, various governmental surveys, reports to various County departments regarding status of State advances;
- Assists in the preparation of the department's annual budget;
- Assists County Administration in obtaining data for preparation of the larger County budget;
- Oversees journal entries to the general ledger made from board resolutions which include budget transfers and budget adjustments, claims made against Federal, State, and local governments and agencies, and other adjustments;
- Oversees accounting for some general ledger accounts involving State and Federal reimbursements;
- Develops and/or implements new accounting procedures necessary to deal with unusual accounting demands that arise in order to assure compliance with the requirements and regulations of various local and State agencies;
- Recommend hiring, firing, promotion, discipline of subordinates on the Finance Department staff;
- Assists in annual sale (auction) of property acquired from foreclosure on delinquent property taxes;
- Assists the Director of Finance in serving as Public Administrator over estates of deceased people;
- Coordinates upcoming debt issuances and the work involved with bond sales;
- Assists the Director of Finance in the accounting for the the Greater Tompkins County Municipal Health Insurance Consortium;
- Acts for and in place of the Director of Finance in his/her absence.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices of modern public sector finance, including internal auditing, accounting and fiscal management;
- Thorough knowledge of modern account-keeping practices and terminology;
- Thorough knowledge of the terminology, practices and procedures of electronic accounting systems;
- Good knowledge of the principles and practices of supervision;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business English, grammar usage and punctuation;
- Good knowledge of Federal, State and local laws and regulations that affect the accounting practices of local governments;
- Excellent communication skills
- Familiarity with spreadsheets (e.g., Microsoft Excel) and word processing software (e.g., Microsoft Word)
- Ability to develop, effectively implement and maintain accounting systems and procedures in conformance with all applicable laws, rules and regulations;
- Ability to comprehend, analyze and develop procedures to deal with unusual or complex accounting problems;
- Ability to comprehend and analyze problems in the input and output of computer information;
- Ability to understand and carry out complex oral and written instructions;
- Ability to prepare accurate correspondence and reports;
- Ability to plan, assign and supervise the work of others;
- Honesty, integrity, initiative, resourcefulness, accuracy, good judgment, tact and courtesy are all required personal characteristics.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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