

## **Director of Accounting Services Tompkins County**

**Department:** Comptroller/Finance

**Classification:** Competitive

**Labor Grade:** 86

**Approved:** Bd. Res. #144, 07/01/97

**Revised:** 4/16; 4/19; 3/22

**By:** RP, Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS: EITHER:**

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Masters degree in Accounting, Public Administration, Business Administration or a related field which must have included or been supplemented by at least twenty credits in accounting **AND** two years of full time paid (or the part-time equivalent) supervisory experience in preparing and maintaining governmental financial accounts and records which must have involved preparation of financial statements as well as other accounting activities; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in Accounting, Public Administration, Business Administration or a related field which must have included or been supplemented by at least twenty credits in accounting **AND** four years of full time paid (or the part-time equivalent) supervisory experience in preparing and maintaining governmental financial accounts and records which must have involved preparation of financial statements as well as other accounting activities.

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

**NOTE:** A minimum of 20 credits of accounting are required. No experience or other education may be substituted for any of these required accounting credits.

**NOTE:** A minimum of two years of full time (or the part-time equivalent) supervisory experience in preparing and maintaining financial accounts and records is required. These two years must have involved the preparation of financial statements. Education or other training may not be substituted for any of this experience.

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

The work involves responsibility for managing and coordinating the financial accounting activities of a county government. The position is involved in developing, implementing, and overseeing organization-wide financial reporting and the maintenance of policies and procedures of internal control which safeguard public assets. Working with an outside auditing firm, the incumbent is responsible for ensuring that financial reporting is maintained in accordance with GAAP and GASB promulgations and that all activities are in compliance with federal and state regulations and policies governing local governments. The incumbent is responsible for the production of financial statements and the compilation of the annual financial report. The incumbent is responsible for the maintenance of financial ledgers which are distributed to departmental users over a local area network. The work is performed under the general supervision of the Director of Finance and Deputy Director of Finance and involves supervision of office staff, technical oversight, and coordination of accounting, accounts payable, and payroll functions.

### **TYPICAL WORK ACTIVITIES:**

Performs a variety of journal entries on a weekly, monthly, quarterly, and yearly basis;

Supervises the production and maintenance of county financial system of accounts;

Supervises the maintenance of a system of internal controls necessary to safeguard public assets;

Coordinates within the Finance Department the functional activities of internal audit, payroll, and accounts payable, and provides training and technical assistance on operational procedures;

Monitors the interface of financial information from payroll system and other financial systems to general ledger;

Supervises and trains the accounting and payroll staff and reviews their work product;

Responsible for the maintenance of financial accounts consistent with GAAP and applicable federal and state program requirements;

Develops organization-wide accounting procedures and monitors compliance of departmental activity;

Communicates, educates, and intervenes as needed with a variety of staff levels with 27 departments across the County;

Oversees entries to financial ledgers for legal authority, appropriateness, accuracy;

Responsible for the analysis, maintenance and balance of financial ledgers utilizing a computerized integrated financial information system;

Oversees a system of accounts supporting federal and state grants;

Responsible for timely preparation and distribution of financial information on a monthly cycle;

Performs sophisticated drawdowns from the FTA and FAA on electronic systems sponsored by the Federal Government;

Coordinates the preparation of an annual financial report, including schedules for Fixed Assets, Cash, and others as required;

Coordinates annual audit of County financial records with auditors; such work includes preparation of worksheets for Single Audit/SEFA reporting;

Coordinates other external audits of County financial records;

Develops and implements accounting procedures required to meet the needs of the Tompkins County Legislature as articulated by fiscal policies;

Acts as the chief fiscal officer in the absence of the Director of Finance and Deputy Director of Finance.

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

Thorough knowledge of modern accounting practices and terminology;

Thorough knowledge of computerized accounting systems and the New York State Uniform System of Accounts;

Thorough knowledge of various computer programs such as Excel, Word, and data base management;

Thorough knowledge of general accounting principles as related to internal control procedures;

Thorough knowledge of the requirements of the Federal Single Audit Act;

Thorough knowledge of Federal and State payroll and 1099 reporting requirements;

Ability to develop, effectively implement and maintain accounting systems and procedures in conformance with all applicable laws, rules, and regulations;

Strong ability to define priorities, establish good teamwork, and evaluate the work of others;

Ability to comprehend, analyze and develop procedures to deal with unusual or complex accounting problems;

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;

Initiative, resourcefulness, accuracy, integrity, good judgment, courtesy, and tact are required;

The employee's physical condition shall be commensurate with the demands of the position.

Originally created 7/97

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