

Director of Finance - Duties Statement Tompkins County

Department: Comptroller/Finance
Classification: Exempt per NYS CSC 01/15/2013
Labor Grade: Management grade 91
Approved: 6/23/86 HH
Revised: 01/90; 06/91; 09/93; 07/97; 07/12; 08/12/ 2/13; 10/16; 8/22;
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered university with a Masters degree in Accounting, Public Administration, Business Administration or a related field that must have included, or been supplemented by, at least twelve credits in accounting, or possession of CPA certification, **AND** five years of full time paid (or the equivalent part time and or volunteer) supervisory experience in the preparation and maintenance of 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 that must have included or been supplemented by at least twelve credits in accounting **AND** seven years of full time paid (or the equivalent part time and or volunteer) supervisory experience in the preparation and maintenance of governmental financial accounts and records, which must have involved preparation of financial statements, as well as other accounting activities; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

NOTE: If qualifying under a “related field”, a minimum of 12 credits of accounting is required. No experience or other education may be substituted for these required accounting credits. **Please highlight these credits in your transcript and attach a copy to your on-line application for employment.**

NOTE: A minimum of five or seven years of full time (or the equivalent part-time and/or volunteer) supervisory experience in preparing and maintaining financial accounts and records is required. These years of experience must also have involved the preparation of financial statements. Education or other training may not be substituted for any of this experience. **Please clearly demonstrate this experience in the work history section of your on-line application for employment.**

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

SPECIAL REQUIREMENT: This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and must become a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

The Director of Finance has ultimate responsibility for the fiscal management activities of the County and carries the authority of Chief Fiscal Officer. The incumbent has all of the powers and performs all of the duties of a county treasurer, county comptroller, commissioner of finance and chief purchasing agent. The incumbent is responsible for directing and maintaining the financial records of the County in the manner prescribed by the Office of the NY State Comptroller, as well as, ensuring these record keeping activities are carried out ethically and in accordance with all applicable laws, rules, regulations and in accordance with accepted governmental accounting standards. The position also monitors and controls the fiscal operations of County departments and agencies through the analysis of required fiscal reports. The Finance Director is appointed by, works under the direction of, and serves at the pleasure of the Tompkins County Legislature. Direct supervision is exercised over the Finance Department’s operating units which consist of; Treasury, Purchasing, Accounting and Payroll. The Director of Finance has the power to appoint deputies, assistants and employees necessary to perform the duties of the office of the Director of Finance as authorized by the Tompkins County Legislature. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Maintains and audits all financial records and accounts of all units of County government charged with duties relating to funds of the County;
- Audits and keeps all claims, accounts and demands that are lawful County charges;
- Provides and keeps a record keeping system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;
- Keeps a separate account of each County department and special funds;
- Keeps a record of all bonded indebtedness and other loans;
- Conducts the sale of bonds and notes;
- Responsible for the reconciliation of bank statements;
- Subject to the provisions of Civil Service Law, certifies the correctness of payrolls for the payment of salaries of officers and employees paid from County funds and delivers a certified transcript to the County Administrator as authorization for payment;
- Ensures payroll records and reports are maintained and properly filed;
- Submits statements of County finances to the County Legislature and County Administrator in a timely fashion;
- Prescribes approved methods and forms for financial accounting and record keeping for all county offices;
- Certifies the availability of funds for all contracts, purchase orders and other financial obligations incurred by the County;
- Provides for a system of encumbrances and maintains records;
- Responsible for preparing annual financial reporting and contracting for an annual audit of county financial records;
- Advises the Legislature on fiscal matters;
- Reviews and approves State and Federal aid claims.
- Manages investment policy and oversees treasury operations.
- Manages the enforcement and collection of delinquent property taxes.
- Conducts annual sale of property acquired from foreclosure on delinquent property taxes.
- Acts as Treasurer and bookkeeper for the Tompkins County Industrial Development Agency, the Tompkins County Development Corporation, and the Tompkins Tobacco Asset Securitization Corporation.
- Acts as the Public Administrator of Estates for people who die intestate in Tompkins County (those without wills or those estates without any executor or administrator).

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of modern public fiscal administration, including internal auditing, accounting and fiscal management;
- Good knowledge of the practices and principles of supervision;
- Good knowledge of Federal, State and local laws and regulation that affect the accounting practices of local government;
- General knowledge of purchasing procedures; working knowledge of state finance laws;
- Working knowledge of bond markets;
- Ability to analyze trends affecting fiscal operations from fiscal records and other factual material;
- Ability to plan, assign and supervise the work of others;
- Ability to establish and maintain satisfactory working relationships with others;
- Ability to follow and understand complex oral and written instructions;
- Ability to issue complex oral and written instructions;
- Ability to prepare accurate correspondence and reports;
- Initiative; honesty; integrity; resourcefulness; good judgment; tact and courtesy;
- 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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