DEPUTY DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Director of Finance assists the Director of Finance in the administration and oversight of the City's accounting, auditing, financial controls, budgeting, and financial operations. The position requires a high level of authority, discretion, independent judgment, and technical expertise in municipal financial administration. The incumbent reports directly to the Director of Finance and may act for or in place of the Director during absences, as authorized.

TYPICAL WORK ACTIVITIES:

Oversees municipal accounting functions, including fund accounting, financial records, reconciliations, journal entries, financial reporting, and fund balances;
Administers budgetary controls and assists with the preparation, monitoring, and amendment of operating and capital budgets;
Monitors revenues, expenditures, cash flow, reserves, debt obligations, and capital-project funding;
Prepares financial analyses, projections, reports, and recommendations to support fiscal planning and management decisions;
Coordinates annual independent audits and prepares required financial reports and filings for State and other governmental agencies;
Establishes and maintains accounting procedures and internal controls to safeguard City assets and ensure proper receipt, custody, disbursement, and accounting of Funds;
Oversees financial aspects of purchasing, procurement, grants administration, and compliance with applicable requirements;
Maintains and supports the City's financial-management system, including account structures, budgets, vendors, grants, projects, and financial records;
Provides technical guidance and training to City departments regarding accounting, budgeting, purchasing, financial reporting, and financial-system procedures;
Directly supervises assigned Finance Department personnel, assigns and reviews work, and conducts performance evaluations;
Provides backup support for payroll, accounts receivable, and other Finance Department functions as assigned;
Performs related duties as assigned by the Director of Finance.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CONTINUED…

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of fund accounting, accounting principles, business administration practices, and budgetary procedures; knowledge of municipal financial administration, auditing, financial reporting, purchasing, grants, cash management, and internal controls; knowledge of computerized accounting systems, spreadsheets, and database applications; ability to analyze financial information, identify discrepancies, and prepare clear and accurate written and oral reports; ability to exercise sound judgment, discretion, and confidentiality; ability to communicate complex financial information effectively and establish and maintain effective working relationships with City officials, employees, auditors, governmental agencies, vendors, and the public; and ability to supervise employees and coordinate financial operations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education **AND EITHER:**

A. Bachelor's degree in accounting, business administration or related field, including or supplemented by 18 credit hours in accounting and three (3) years of full-time, paid experience in accounting or financial administration, one year of which must be in a position involving the major responsibility for fund accounting functions;

OR:

B. Associates degree in accounting, business administration or related field, including or supplemented by 18 credit hours in accounting and five (5) years of full-time, paid experience in accounting or financial administration, one year of which must be in a position involving the major responsibility for fund accounting functions.

Exempt 10/30/73, 3/12/74, 6/13/84, 10/20/26

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.