

Jurisdiction: Cortland County  
Jurisdictional Class: Competitive  
Adopted: 5-23-19

## **ASSISTANT DIRECTOR OF FINANCE**

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

This position is responsible for assisting the Director of Finance in the supervision, coordination, and oversight of the accounting, financial reporting functions of Cortland County. The incumbent assists in overseeing the day-to-day activities of accounting including account reconciliations, accounts payable, accounts receivable, Procurement Card administration, inter-fund billings, capital asset reporting and journal entries. The work is performed under the direct supervision of the Director of Finance with leeway allowed for the exercise of independent judgement in planning and carrying out the duties of the position. Supervision is exercised over subordinate professional, paraprofessional and clerical employees. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in overseeing the date-to-day activities of accounting including account reconciliations, accounts payable, accounts receivable, Procurement Card administration, inter-fund billings, capital asset reporting and journal entries;  
Assists in supervising and directing the work activities of professional, paraprofessional and clerical staff in areas of responsibility;  
Prepares and delivers detailed financial reports to the Director of Finance;  
Assists the Director of Finance with the County's annual financial report;  
Assists in updating and creating internal accounting policies and procedures, including the assurance of the appropriate internal controls as they relate to the function of the accounting department and ensuring compliance with all federal, state, and local laws and /or regulations;  
Assists in managing and overseeing the accurate and timely preparation of the internal financial statements and all required external reports;  
Assists in providing external audit support, and coordinates the preparation of auditor requested documentation;  
Assists in evaluating and implementing changes to processes, procedures and technology to improve efficiency and enhance the reliability of financial data;  
Assists in preparing the annual budget for the department;  
May assist in the preparation of the County's annual budget;  
Participates in the staffing decisions of the department.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, procedures, and terminology of general and governmental accounting and auditing;  
Good knowledge of financial administration including budgeting and governmental reporting;

Working or Good Knowledge of trends and current developments in the field of accounting;

Working or Good knowledge of Federal, State and Local governmental laws and regulations;

Good knowledge of office terminology, practices and procedures;

Good knowledge of computerized application of accounting systems;

Good knowledge of methods of organization, planning and management;

Good knowledge of principles and practices of supervision;

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

Ability to analyze and evaluate accounting problems to devise solutions;

Ability to plan, prepare and analyze complex financial and statistical records, reports and statements;

Ability to perform mathematical calculations;

Ability to prepare and present complex oral and written reports clearly and concisely;

Ability to operate a personal computer;

Ability to deal effectively with others;

Ability to communicate effectively, both orally and in writing;

Ability to plan, assign, coordinate and supervise the work of others and evaluate performance;

Ability to establish and maintain effective relationships with others; tact courtesy; initiative; resourcefulness; good judgment; integrity.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree or higher in Accounting, Business or Public Administration, Finance or closely related field and two (2) years of full-time paid, or its part-time equivalent, experience in accounting\* or finance\*; OR
- (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree or higher in one of the above fields and four (4) years of full-time paid experience, or its part-time equivalent, in accounting\* or finance\*; OR
- (C) Graduation from high school or a high school equivalency diploma and six (6) years of full-time paid or the equivalent part-time accounting\* or finance\* experience, OR
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

\*Municipal and/or CPA experience preferred