



OFFICE OF THE NASSAU COUNTY COMPTROLLER

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Senior Executive – Accounting and Financial Reporting

TITLE:

Senior Executive – Accounting and Financial Reporting

GENERAL POSITION DESCRIPTION:

Reporting directly to the Nassau County Comptroller and serving as a member of the senior management team, the Senior Executive of Accounting and Financial Reporting will be responsible for overseeing the Accounting Division. The Senior Executive must possess a deep working knowledge of governmental accounting, a commitment to delivering the mission driven agenda of the Comptroller, while modernizing and improving Nassau County’s fiscal accountability, efficiency, and transparency.

Responsibilities of the Accounting Division include functions such as: maintaining a uniform system of accounting and reporting based on generally accepted accounting principles (GAAP) for all County departments and agencies; prescribing county-wide procedures and policies for accounting and financial reporting; issuing and updating internal control directives; implementation of new accounting standards; timely preparation of all financial statements and Comprehensive Annual Financial Report; management of external audits; internal review of legislative board resolutions pertinent to all financial matters; budget, fiscal impact, and multi-year analysis and forecasting; and overall management of the County’s accounting financial system.

The individual chosen for the position must possess a considerable amount of experience and a thorough knowledge of governmental accounting principles as the duties involve this highly technical and highly specialized field. Defining characteristics of this position include prior experience working with or within public sector agencies and the ability to exercise independent professional judgment in establishing efficient and effective accounting operations consistent with governmental accounting principles. In addition, the Senior Executive will adapt, enhance, and/or incorporate best practices within the County, including staff development and operational performance management.

KEY RESPONSIBILITIES:

Responsibilities include, but are not limited to, the following:

- Direct and develop a team of accounting professionals with an effective organizational structure that ensures staff development and the highest standards of integrity and professionalism;
- Develop, implement and maintain internal control directives, policies and procedures, and training material to reform and improve principles, systems, and procedures of accounting and reporting to enhance Nassau County’s fiscal integrity, accountability, and performance;
- Ensure timely issuance of the Comprehensive Annual Financial Report (CAFR) to meet deadline;
- Supervise interaction with external auditors to ensure completion of annual audit in a timely and efficient manner; review responses to audit recommendations;
- Advise Comptroller on County financial operations, fiscal policies and related transactions;
- Supervise preparation of financial reports, including financial statements and footnotes, Annual Update Document Filing, CAFR, Mid-year budget report, Comptrollers report on proposed budget risks and opportunities, and multi-year plan and other reports as necessary;

- Supervise delivery of accounting technical assistance and implementation of new accounting standards to all County departments and agencies;
- Evaluate budget, financial impact, and accounting classification of various County transactions;
- Serve as a liaison to County senior level management, officials, and Independent Audit Advisory Committee on all accounting and financial matters; and
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Working knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements and statutes affecting financial operations;
- Excellent decision-making and independent problem-solving skills;
- Experience in establishing and maintaining effective working relationships with multiple high-level stakeholders;
- High level of proficiency in Microsoft Office suite, primarily in Excel and Word. Knowledge and experience of accounting information technology;
- Superior communication skill, both verbally and written, including the ability to make effective and clearly-stated written reports with technical accounting information and the ability to make oral presentations to stakeholders with clarity and logic; and
- Commitment to public service.

Minimum Education and Experience Requirements

1. Bachelor's degree from an accredited college in accounting, finance, business, economics, or closely related field of study; and
2. At least ten (10) years of progressive professional experience managing areas of accounting, financial reporting, and internal controls; at least three (3) of the years should be in a supervisory capacity; substantial experience working within or with public sector agencies;
3. Any combination of experience or training equivalent to "1" and "2".

Preferred Skills in addition to Minimum Requirements

- A valid NYS Certified Public Accountant License (CPA);
- Advanced degree in accounting, finance, business, economics, or related field.

TO APPLY: submit a cover letter and resume to NCComptroller@nassaucountyny.gov

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