



COLUMBIA COUNTY, NEW YORK DEPUTY CONTROLLER

Management Exempt Position-Non Competitive

Posting Date May 4, 2023

Columbia County, New York

is seeking a qualified professional to provide accounting and auditing duties involving controls related to GAAP, budgetary accounts, reimbursements, internal auditing, reconciliation procedures and the preparation of reports and analysis. Strong fiscal management and government accounting/auditing practices are preferred.

Under the direction of the County Controller, the Deputy Controller will supervise department staff that perform department accounting functions.

For more information

on the qualifications and features of this career opportunity, see attached job description or visit our website at: <https://humanresources.columbiacountyny.com>

Candidate must be a resident of Columbia, Dutchess, Ulster, Greene, Albany or Rensselaer County at least four (4) months prior to appointment.

Annual Salary
\$89,250

*Additional \$5000 stipend
for CPA certification*

*Generous benefits package
including:*

- ◇ *New York State Retirement Fund*
- ◇ *Capital District Physician's Health Plan (CDPHP) EPO No deductible and no referral Plan*
- ◇ *Low-cost Mail Order Prescriptions*
- ◇ *Dental and Vision Benefits*
- ◇ *Vacation, Sick, Personal, DTO, and Holiday time off*
- ◇ *Deferred Compensation 457B Plan*
- ◇ *Flexible Spending (FSA)*
- ◇ *Credit Union Enrollment*

TO APPLY:

Please send a resume, cover letter and two professional references to:

DEPUTY CONTROLLER SEARCH
Attn: James Breig, Controller
401 State Street Hudson, NY 12534

Email: James.breig@columbiacountyny.com

Applications will be accepted through
May 19, 2023



Deputy Controller

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve a wide variety of special assignments requiring the analysis of fiscal policy and procedures for the purpose of resolving or recommending solutions to such: This is a professional position involving the independent resolution of fiscal problems and the analysis of more complex problems for submission to the Controller and Corporate Compliance Officer. The incumbent has the power to act for and on behalf of the Controller. Work is performed under the general direction of the Controller with latitude for exercising independent judgment. The incumbent exercises direct supervision over the fiscal staff and indirectly with department heads. Candidate is expected to perform related work, as required. Furthermore, the employee assigned to this title is tasked with implementing policies and procedures as related to County Travel, County Purchasing, and Property and Casualty Insurance. All records pertaining to these areas will be compiled and maintained by the Assistant to the Controller.

TYPICAL WORK ACTIVITIES:

- Performs a wide variety of special assignments under the direction of the Controller;
- Coordinates the activities of departments and agencies when/as specific problem involves more than one governmental agency;
- Recommends changes to and assists in the implementation of fiscal policies;
- Performs special audits and analysis of departmental operations when requested or as pointed out as deficiencies by independent audit agencies who periodically review county operations;
- Reviews organization of operations within departments to determine more efficient utilization of staff;
- Reviews and analyzes insurance services for all departments to determine such things as insurance exposure, liability and coordination with the County Attorney;
- Act as Liaison between the Insurance Broker and the County (which includes corresponding with our Account Representative on different matters, coordination and sending out ID cards to all departments);
- Accumulation and analysis of data relative to selection of one vendor versus another. e.g. carrier for hospitalization insurance; Assists the Controller in the preparation of budget materials;
- Interprets policy of fiscal affairs for Department Heads;
- Assists in preparation of Request for Proposals;
- Assists in overseeing capital projects and coordinates with department heads to prepare a six year capital program for publication each year;
- Attends regular Board of Supervisors Committee meetings;
- Assists the County Controller in the preparation of correspondence for County legislators and contacts with the media or general public when necessary. Provides assistance with the maintenance of the Munis computer system encompassing the County's Budgeting & Accounting, including adding and deleting of account numbers, account maintenance; Assist the Controller in completing spreadsheets for annual budget and quarterly Budget vs Actual power point presentations;
- Understanding the County's procurement guidelines: Procurement Laws, Guidelines and Procedures;
- Ensuring that only purchases with the P-Card that meet the guidelines of this policy are approved;
- Grants Management and a working knowledge of the County's Tyler's Project Accounting and Grant Management application; Risk Management – Assist the Controller with imitating an Insurance Risk Management Program and Accident Review Committee;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and procedures of public administration; thorough knowledge of administrative supervision; thorough knowledge of intergovernmental relations; good knowledge of report writing and statistical interpretation; good knowledge of public relations practices and procedures; working knowledge of the principles and practices of governmental accounting and governmental budget; ability to create & implement policies; ability to analyze problems and to make recommendations; ability to prepare and maintain written reports and records; ability to establish and maintain good relationships both within the county and with outside agencies; ability to supervise the work of others; ability to make mathematical computations; sound judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a). Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in science majoring in accounting, business administration, public administration, political science or related field AND two (2) years of satisfactory full-time paid experience in governmental finance administration. **OR**
- b). An Associate's Degree and four (4) years of administrative support experience, at least two (2) of which must have been in public or governmental finance administration; **OR**
- c). An equivalent combination of training and experience as defined in a & b.

Approved by Commission 12/10/13 – Non Competitive

Approved Non Competitive – NYS Civil Service – October 14, 2014.

Title name change approved by NYS Civil Service (Assistant to Controller to Deputy Controller) – October 26, 2022 – non-competitive