

DEPUTY COMMISSIONER OF FINANCE

ROCKLAND COUNTY DEPARTMENT OF FINANCE

Rockland County Department of Finance is seeking a candidate to fill the vacant position of Deputy Commissioner of Finance. The work is specialized, diverse and can be complex in nature.

Position Description:

Oversees a variety of operations in the Department of Finance including taxes, payroll, accounting, and the maintenance of special accounts. Answers questions and resolves problems. Performs a variety of administrative duties as assigned. Represents the Department of Finance at meetings, providing information, answering questions, and participating in discussions. The work is performed under the general supervision of the Commissioner of Finance.

Required Qualifications:

- The successful candidate should hold a bachelor's degree in either Accounting, Finance, Public Administration, or related field at least 7 years of progressively responsible accounting and fiscal administration experience, preferably in a local government setting.
- Or a master's degree and/or CPA is preferred with a minimum of 5 years of related experience.

Other Requirements and Information:

- Residency in Rockland County is a requirement for this position.
- The Deputy Commissioner of Finance will be responsible for accounting, payroll, cash management, investment portfolio management, and financial reporting. This position requires excellent written/verbal communication skills to effectively convey financial topics to staff, elected officials, and citizens. The position will assist in financial aspects of capital improvement planning and budgeting, strategic planning, grant administration and performance management.
- Other duties include but are not limited to preparing and presenting complex and detailed fiscal reports and organizing and directing the work of staff who supports all accounting, financial reporting, payroll administration, purchasing, investment efforts, and property and risk management.
- Maintains full integrity of all revenues, ensuring organization policies, procedures, and state/federal laws; oversees capital projects, ensuring goals are being met; prepares fiscal estimates and prepares fiscal reports and any other fiscal reporting requirements as appropriate; and ensures compliance with accounting procedures through observation, supervision, and testing.

Salary and Benefits:

- Salary to Start \$100,000 - \$114,000
- 40 Hour Work Week – On Site
- Medical, Dental, Vision, New York State Pension
- Vacation, Sick, Personal and Holiday Time.

To Apply:

If you are interested in this opportunity, please submit a cover letter outlining your qualifications and your resume to natalek@co.rockland.ny.us