

# TOWN OF ONONDAGA Director of Finance

## Roles and responsibilities

### Town Budget

- Responsible for assisting in the development of the annual Town Budget for the General, Highway and Special District Funds, including submission of the Tax Cap reporting to NYS and the levy amounts/tax rates to the County.
- Monitor budget status reports to ensure expenditures are within Budget, communicate with the Town Board and Department Heads of any necessary budget modifications or transfers.

### Accounting Records

- Maintenance of the Town's accounting records to include posting of journal entries, cash receipts, cash disbursements, payroll expenditures, and bond principal and interest transactions.
- Reconciliation of trial balance accounts and subsidiary ledgers.
- Preparation of monthly financial reports to the Town Supervisor and Town Board members.
- Liaison to the Town's financial advisors, independent auditors, and actuaries.
- Responsible for developing and maintaining the fixed asset inventory records and depreciation schedules.
- Posting of all year-end entries and calculation of trial balance roll forwards. These include but are not limited to payroll and ERS accruals, lease amortization schedules, debt service, compensated absences, net pension liability, and the OPEB liability.
- Assist in the preparation and submission the Annual Update Document (AFR) to the NYS Comptroller's Office.

### Cash Management

- Monitor the Town's cash flow needs and invest idle funds to maximize interest earnings in accordance with the Town's Investment Policy.
- Work with Town advisors on securing financing for capital projects.

### Purchasing

- Audit of Vouchers listed on Town Clerk's Abstract and preparing checks for Town Board approval.
- Monitor the purchase order and encumbrance usage to ensure policy adherence.

### Payroll

- Oversight of the bi-weekly in-house payroll processing, to include withholdings and deductions for Federal and State taxes, NY State Retirement System contributions, union dues, garnishments, deferred compensation, disability, and medical insurance.
- Preparation and submission of the NYS-45 Quarterly Combined Withholding, Wage Reporting, and Unemployment Insurance Return and the Federal Form 941 Employer's Quarterly Federal Tax Return

### Benefits Administration

- Preparation and presentation of the annual employee benefit options to the Town Board.

### Grants Administration

- Responsible for the financial transactions and regulatory reporting for Federal, State, and Local Grants. Examples include Federal American Rescue Plan Act (ARPA) Funds, State DASNY (SAM) Grants, and County Community Development Grants including all Main Street Revitalization.

### **PLEASE CONTACT**

**Office of John P. Mahar, Town Supervisor**

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