

DEPARTMENT: TOWNS
CLASSIFICATION: EXEMPT (TOWNS OF HARTLAND, LEWISTON, WHEATFIELD)
APPROVED: MARCH 26, 2010

DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the accounting, auditing and control, and budgeting functions of the town under the direction of the Town Supervisor. This is important administrative work that involves developing financial policies for adoption by the Town Board and for examining claims and recommending authorization of payment to the Town Board and/or Supervisor in accordance with procedures, rules, and laws. The incumbent assists the Supervisor with the preparation of the preliminary budget and any capital budget. Work is subject to review and audit by the State Comptroller's Office. The incumbent is not authorized to sign checks. May supervise or provide general direction to subordinate staff. Wide leeway is allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Works in conjunction with the Supervisor in preparing the annual budget for submission to and approval of the Town Council;
2. Executes and monitors the town budget;
3. Develops financial policies for adoption by the Town Board and implements budgeting controls for appropriation accounts;
4. Maintains accounting of all town receipts and disbursements and audits claims to ensure that expenditures are within budget constraints;
5. Recommends authorization of payments to the Town Board and/or Supervisor;
6. Supervises the maintenance of records of town indebtedness;
7. Responsible for the issuance monthly financial reports and any required federal or state financial reports;
8. Undertakes special financial studies for the Town Board, makes short and long-term financial projections based on such studies and consults with bank officials and bonding attorneys;
9. Assists the Supervisor in the formation and implementation of a Capital Projects Program;
10. Processes and/or reviews monthly bank reconciliations;
11. Closes financial records at the end of the year and assists with the annual audit;
12. Operates a personal computer, copy and fax machine, calculator, and related office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting principles, methods and budgetary procedures; good knowledge of the law as it pertains to towns in New York State; good knowledge of financial, accounting and auditing practices and methods involved in the receipt, investment and disbursement of municipal funds; working knowledge of office terminology, procedures and equipment; good knowledge of computerized accounting control systems; skill in operating a personal computer, related peripherals and modern software applications including accounting software; ability to maintain financial records; ability to prepare and present complex written and oral reports clearly and concisely; ability to deal efficiently with the public; clerical aptitude; accuracy; dependability; sound judgment; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

SUGGESTED QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and a combination of four (4) years of education and/or experience in accounting, finance, and/or auditing.