

MANAGER OF FINANCE AND ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position responsible for the business operations of municipal government to include municipal accounting, investment management, benefits administration, negotiations with collective bargaining units, management of staff employees, payroll processing and other general municipal bookkeeping duties. General supervision is received from the Town Supervisor and/or Town Council. Supervision is exercised over technical and clerical staff.

TYPICAL WORK ACTIVITIES:

1. Oversees and participates in the accounting process of the municipality;
2. Compiles and prepares labor, material and operational costs records and reports;
3. Compiles data for, prepares and analyzes financial and statistical reports and records;
4. Maintains and verifies the accuracy of employee benefit records, including New York State Retirement records;
5. Supervises and prepares the annual municipal budget and has charge of the maintenance budget control accounts;
6. Maintains control accounts of each appropriation and allotment and of all revenues and receipts;
7. Prescribes the form of accounts and financial reports;
8. Prepares periodic statements of the financial condition of the municipality;
9. Confers with Department Heads regarding budget problems;
10. Performs budgetary and fiscal analyses on expenditures and revenues for all departments and presents findings and recommendations to the Town Board;
11. Pre-audits all departmental expenditures, certifying legality and availability of funds, preparing recommendations and analyses;
12. Reviews all personnel actions ensuring appropriateness of appointments and availability of funds and responds to questions on employee benefits;
13. Researches and analyzes impact and effect of alternative policies and programs on budgetary and administrative matters to include programs providing health insurance, etc.;
14. Acts as member of negotiating team for labor contracts, preparing recommendations and analyses;
15. Reviews and prepares recommendations on all labor contract disputes and grievances;
16. May serve as hearing officer for disciplinary proceedings and contract grievances;
17. Performs special projects as assigned by the Town Supervisor;
18. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public administration; thorough knowledge of modern governmental budgeting and public finance principles and practices; good knowledge of public personnel administration, labor relations, and contract negotiations and administration; excellent interpersonal skills; ability to understand and carry out complex oral and written directions; ability to maintain effective working relationships with a wide variety of people, including elected officials, department heads, other governmental departments and agencies, and other public and private groups and individuals; ability to communicate effectively, both orally and in writing; administrative and analytical ability; ability to maintain the highest levels of confidentiality and discretion; thoroughness; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MANAGER OF FINANCE AND ADMINISTRATION (Cont'd)

MINIMUM QUALIFICATIONS: (Recommended Only)

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business or Public Administration, or a closely-related field, and two (2) years of responsible administrative experience involving public budgetary or financial administration, planning or analysis;
- OR: (B) Six years of responsible administrative experience involving public budgetary or financial administration, planning or analysis;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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ADOPTED: 10/19/95