

## **SECOND DEPUTY COMMISSIONER OF FINANCE**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position in the Department of Finance responsible for the administration of the County payroll system and the tax collection functions of the department. The incumbent acts on behalf of the Commissioner and the First Deputy in their absence. Work is performed under the general supervision of the Commissioner of Finance. Supervision is exercised over subordinate personnel.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Administers the tax collection function of the Finance Department as prescribed by Real Property Tax law;
2. Reviews and calculates court ordered tax certiorari and provides recommendations to the County Attorney's office;
3. Supervises the County payroll system and related benefit programs;
4. Assumes responsibility for the Commissioner of Finance and the First Deputy Commissioner of Finance in their absence;
5. Supervises the office and carries out Commissioner's directives regarding office administration; approves use of benefit time, overtime; completes performance appraisals; and assists in preparation of budget;
6. Collects and administers hotel tax, including registration and related requirements pursuant to local and state law;
7. Gathers information and completes the report to the State on the Constitutional Tax Limit which sets forth the County's taxing power and its tax margin;
8. Serves as a member of various committees designated by the Commissioner of Finance;
9. Compiles portions of the County's official statement (for prospective bond issues) relative to taxes.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, practices, and procedures of accounting and finance, particularly fund accounting; good knowledge of public administration and management; ability to read and interpret complex information, financial data, and tabular material; ability to establish and maintain effective relationships with government officials and the public; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; integrity; initiative; tact; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

**SECOND DEPUTY COMMISSIONER OF FINANCE** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college with a Master's degree in Accounting, Business Administration, Public Administration, or Finance and two (2) years of experience in accounting or public administration, one (1) year of which must have been in a supervisory capacity;
- OR:            (B)     Graduation from a regionally accredited or New York State registered college with a Bachelor's degree in Accounting, Business Administration, Public Administration, or Finance and four (4) years of experience in accounting or public administration, one (1) year of which must have been in a supervisory capacity;
- OR:            (C)     An equivalent combination of the training and experience as outlined in (A) and (B) above.

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ADOPTED:    06/13/84

REVISED:    08/31/92

              09/18/92

              09/27/94

              06/15/16