

## **FIRST DEPUTY COMMISSIONER OF FINANCE**

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

This is a professional position in the Department of Finance. The incumbent performs the duties of the Commissioner and assumes responsibility for the department when the Commissioner is not available. The work involves responsibility for the accounting, collection, custody, and disbursement of County funds in accordance with proper procedure and legal requirements. Work is performed under the general supervision of the Commissioner of Finance. Supervision is exercised over subordinate personnel.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assumes responsibility for the administration of the financial affairs of Dutchess County when the Commissioner of Finance is not available;
2. Supervises the accounting process of Dutchess County, assuming responsibility for the receipt and disbursement of all County moneys, including indebtedness, and for their appropriate recording;
3. Directs the preparation of the annual financial report;
4. Directs and reviews application of GASB 34 (Government Accounting Standards Board Statement 34) on the County-wide financial statement; counsels County-wide departments on financial presentation and makes sure the reporting is compliant with GAAP (Generally Accepted Accounting Principles) and GASB;
5. Assists budget office with county wide payroll tax and revenue estimates;
6. Establishes calculation method for PILOT (and other non-property taxes) and chargeback per contract, resolution and law;
7. Prepares reports regarding the County's financial status in compliance with government requirements and for investment purposes;
8. Oversees and audits transactions involving various types of trust and Agency accounts including Court and Trust actions;
9. Assists in the preparation of resolutions for capital projects and supervises the maintenance of Capital Projects Fund ledger;
10. Supervises the accounting operations of Mass Transit and the County Airport on an enterprise fund accounting basis;
11. Acts on behalf of the Commissioner in the review and implementation of accounting procedures for designated grant receipts;
12. Oversees the accounting process for the County's fixed assets and construction work in progress;
13. Participates in organizing Finance Department records and their retention and disposition;
14. Signs checks, authorizes vouchers for payment and approves transfers of moneys.

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

Thorough knowledge of GAAP, GASB and finance, particularly fund accounting, as it applies to county government;

Good knowledge of public administration and management;

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS (Cont'd):**

Ability to read and interpret complex information, financial data, and tabular material;  
Ability to interpret, plan and implement new GASB statements;  
Ability to create and maintain complicated spreadsheets to present financial information clearly;  
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;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in accounting and five (5) years of experience in accounting or public administration, two (2) years of which must have been in a supervisory capacity.

NOTE: Graduate work leading to a Master's degree in accounting, computer science or business administration or a closely related field may be substituted for the non-supervisory experience described above on a year-for-year basis (one year equals 30 credit hours) to a maximum of two (2) years or 60 credit hours.

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09/18/92

01/13/12