

COMMISSIONER OF FINANCE (CITY OF POUGHKEEPSIE)

DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the City Manager, the Commissioner of Finance is responsible for the administration of the financial affairs of the City as well as the operation of the accounting, personnel and data processing units. The Commissioner of Finance is responsible for the development of major financial policies of the City. Full supervision is exercised over a large number of staff personnel.

TYPICAL WORK ACTIVITIES:

1. Formulates policies of the City regarding financial transactions and revenue collecting;
2. Directs staff in the collection of taxes and other revenue due the City;
3. Directs the custody and safekeeping of all funds and securities of the City;
4. Directs all City investments;
5. Directs the amount of securities to be held by the depositories designated by the Common Council;
6. Directs the legal disbursements of funds in accordance with established procedures;
7. Submits yearly financial statements showing assets, liabilities, and financial conditions of the City;
8. Maintains close personal contacts with other officials in the assessment and collection of tax revenues;
9. Maintains close contacts with City Manager and Common Council;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and procedures of accounting and auditing; thorough knowledge and understanding of public finance and revenue collecting; a good knowledge of public administration; ability to organize and direct; ability to work effectively with public officials; ability to write and speak effectively; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

RECOMMENDED TRAINING AND EXPERIENCE:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree in accounting, business or public administration, or similarly related field AND five years of accounting experience, two of which must have been in a supervisory or administrative capacity;
- OR: (B) Completion of a Master's Degree program in accounting, business or public administration, or similarly related field AND three years of experience in accounting one of which must have been in a supervisory or administrative capacity;
- OR: (C) An equivalent combination of the training and experience indicated in (A) and (B) above.

BS0105

ADOPTED: 05/15/75

REVISED: 09/15/95