

DEPUTY COMMISSIONER OF FINANCE (CITY OF POUGHKEEPSIE)

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in the City of Poughkeepsie involving responsibility for the accounting, custody, and disbursement of all City funds in accordance with proper procedures and legal requirements. In the absence of the Commissioner of Finance, has responsible charge of the Department of Finance. Work is performed under the general direction of the Commissioner of Finance. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Functions as the Commissioner of Finance in his/her absence;
2. Coordinates cash flow and temporary cash investments;
3. Audits claims presented for payment and audits payment of expenditures;
4. Supervises and coordinates City's annual financial report;
5. Develops and maintains the City's fixed asset system of accounts;
6. Supervises preparation of the City payroll;
7. Insures City funds are disbursed in accordance with established procedures and legal requirements;
8. Recommends new financial policies and policy revisions to the Commissioner of Finance;
9. Functions as Community Development Fiscal Officer in the absence of that position;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of accounting, auditing, public finance and revenue collection; 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 judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree which included or is supplemented by the completion of twenty-one (21) credit hours in accounting and/or Finance and four (4) years of responsible professional work experience in accounting, auditing, or financial management;
- OR: (B) Completion of sixty (60) credit hours at a regionally accredited or New York State recognized college or university which included or is supplemented by the completion of twelve (12) credit hours in accounting, and six (6) years of responsible professional work experience in accounting, auditing or financial management;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

DEPUTY COMMISSIONER OF FINANCE (CITY OF POUGHKEEPSIE) (Cont'd)

MINIMUM QUALIFICATIONS: (Cont'd)

NOTE: Graduate work leading to a Master's degree in Accounting, Business Administration, Public Administration, Finance or a closely related field may be substituted for the experience described above on a year-for-year basis (one year equals 30 credit hours) to a maximum of two (2) years of 60 credit hours.

BS0107

ADOPTED: 10/13/82

REVISED: 04/21/92