

DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the management and disbursement of all City revenues and other assets, requiring independent judgement in the oversight of the accounting function in the City of Beacon. The work involves the investment of City moneys and their proper recording. General supervision is received from the City Administrator. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Under general supervision assumes responsibility for the management and disbursement of all City revenues and other assets;
2. Oversees and participates in the accounting process of the City of Beacon;
3. Interprets prescribed policies and procedures advising administration of innovations and revisions;
4. Deposits and invests all City and depositories;
5. Supervises and maintains records of city investments and debts including payments of notes, bonds, and bond coupons; makes summary statements of balances, receipts and payments;
6. Maintains capital funds; participates in arranging financing for projects and maintains bond records and payment of long term debt; calculates institutional bond debt limit;
7. Trains, supervises, and provides consultation on difficult assignments to the account keeping staff;
8. Maintains the Journal, appropriation, general and subsidiary ledgers in accordance with generally accepted accounting principles and in compliance with legal provisions through and including the trial balance;
9. Closes and adjusts books and prepares financial statements; assists auditors in preparation of annual audit report to State;
10. Reconciles revenues and cash balances on a prescribed basis;
11. Leads and participates in the implementation of mandated changes;
12. Examines and audits all bills before submission to Mayor, City Administrator, and City Council;
13. Examines payroll for accuracy, maintains Trust and Agency account, substitutes as a payroll clerk as needed;
14. Reviews and approves Retirement System billings and reports;
15. Monitors insurance and workers compensation payment requests for adherence to budget estimates;
16. Coordinates and maintains balances with School District and County regarding tax receivable payments and in lieu of tax receivable payments and in lieu of the tax agreements;
17. Assists in the preparation of the annual City budget;
18. Does related work as required.

DIRECTOR OF FINANCE (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern accounting principles and practices, particularly as they relate to governmental accounting; good knowledge of the proper codification and classification of the elements of financial transactions; ability to develop and install new accounting systems adapted to specific agency requirements; ability to maintain and audit comprehensive sets of accounting records, to prepare closing entries and financial statements and reports; ability to train and supervise subordinate personnel; ability to understand and follow complex oral and written directions, regulations, laws, etc.; ability to learn automated accounting procedures; ability to gather, assemble, consolidate, and analyze facts and draw conclusions; ability to establish and maintain effective working relationships with others; a high degree of accuracy; integrity; sound professional judgement; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Recommended Only)

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree which included or is supplemented by the completion of 24 credit hours in accounting;
- OR: (B) Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university which shall have included a minimum of twelve (12) credit hours in accounting, and two (2) years of accounting or auditing work experience;
- OR: (C) Four (4) years of accounting or auditing work experience;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B), and (C) above.

BS0115

ADOPTED: 07/19/93