

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 08/29/2022

FINANCE ADMINISTRATIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of accounting and business management activities related to financial management of special projects, payroll, or data processing activities. The work is performed under general supervision of the Director/Commissioner, or Comptroller or Deputy Comptroller or a higher-level supervisor, with leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision is exercised over the work of clerical assistants involved in accounts and payroll activities. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees, prepares and issues periodic financial and statistical reports related to project finances and other fiscal operation concerns;

Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;

Coordinates accounting functions with other units of County government;

Aides in organization and preparation of the annual budget including estimation of revenues and appropriations;

Prepares a variety of records and reports related to the work;

Sets up and maintains a computerized system of accounts which track the cash balance, expenditures, revenues and encumbered balance of individual capital accounts;

Directs special studies of department functions, including feasibility studies for future programs;

Coordinates, reviews and monitors the department's data processing activities;

Utilizes appropriate techniques such as task analysis, cost/benefit analysis, work distribution and workflow charting, system and organizational analysis and interviews;

Works on special and continuous projects such as fixed asset accounts, new computer applications within the department;

May instruct and advise office employees on technical accounting and payroll practices and procedures;

May maintain the capital projects accounts of the county;

May oversee the payroll and payroll reporting functions;

May ensure compliance with laws pertaining to payroll such as the Fair Labor Standards Act and Consolidated Omnibus Reconciliation Act;

May perform general accounting duties such as maintaining a general ledger, making journal entries, advising the Commissioner in regard to appropriate balances and fund transfers, taking trial balances and reconciling bank statements and accounts;

May work with Bond Counsel, Fiscal Advisors and underwriters to ensure all forms are properly executed and all pertinent laws are complied with for each debt issuance;

May track bond proceeds to determine interest earnings for use in rebate calculations using a computer spread sheet;

May secure from the various municipalities in the County listings of those properties in arrears for sewer service charges and coordinates billing activities with the Finance Department and Central Services Department for preparation of delinquent tax rolls;

May oversee the preparation of bills for wastewater treatment, well water accounts and industrial accounts on an ongoing basis;

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TYPICAL WORK ACTIVITIES: (Continued)

- May arrange agreements between local industries in the Industrial Cost Recovery Program to secure capital costs which are pro-rated, based on construction expenditures for treatment facilities;
- May meet with town supervisors, clerks and sanitary inspectors to ascertain those accounts are being billed properly and makes adjustments if errors are made;
- May make home visits to inspect sewer connection in conjunction with potential billing errors;
- May make recommendations to the Commissioner concerning ways of reducing operating costs and increasing revenues based on changes in billing procedures, penalties and collection of arrears;
- May represent the Commissioner at meetings and in matters involving Bureau business administration with local public officials, business representatives and the general public;
- May prepare financial data to obtain State and Federal grants for construction, industrial capital recovery and surcharge programs;
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- May aid in tax collection functions and their interaction with the total County fiscal operation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration, accounting and budgeting; thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology procedures and equipment; thorough knowledge of business English; good knowledge of budgeting and financial management procedures and techniques; good knowledge of cost accounting systems and practices; working knowledge of the organizational structure, goals and objectives of the agency; working knowledge of statistical techniques, report preparation, budget preparation and expenditure control; working knowledge of local government structure, interdepartmental and interagency relationships; working knowledge of computer operation and application of data processing techniques to fiscal management and record keeping; ability to plan, assign and review the work of others; ability to understand and carry out complex oral and written instructions; good judgment and resourcefulness in solving complex administrative problems.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in hospital administration, business or public administration, accounting, economics, or a closely related field; **OR**
- (B) Possession of Bachelor's Degree in hospital administration, business or public administration, accounting, economics, or a closely related field **AND** one (1) year of experience involving financial management of programs* of public or private agencies, enterprises or businesses; **OR**
- (C) Possession of Associate's Degree in hospital administration, business or public administration, accounting, economics, or a closely related field **AND** three (3) years of experience involving financial management of programs* of public or private agencies, enterprises or businesses.

*Experience in financial management of programs is defined and limited to mean: responsibility for direction, control, and decision making in financial areas such as cost accounting, cost/ benefit analysis, budgeting, payroll, purchasing, etc. Experience involving repetitive recording, classifying, and verifying of financial data is not acceptable experience.

NOTES:

1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 03/02/1988

Revised: 05/08/1995, 04/02/2002, 02/29/2008, 08/29/2022