

DEPUTY DIRECTOR OF FINANCE
CHAUTAUQUA COUNTY DEPARTMENT OF FINANCE
SALARY RANGE: \$71,229.00 - \$113,826.00/YEAR + BENEFITS

The Chautauqua County Department of Finance is seeking qualified applicants to fill One (1) full-time (40 hours/week) position of Deputy Director of Finance in the Mayville, NY office. This is an important management position involving responsibility for supervising assigned units of the Department of Finance and for independently administering and providing oversight and direction to all county fiscal units where technical assistance and the direct involvement of the Department of Finance is essential. Consultations are held with the Director of Finance and other county department heads for the purpose of formulating policy and establishing appropriate fiscal procedures. The work is performed under the direct supervision of the Director of Finance, First Deputy Director of Finance or Director of Administrative Services. General supervision may also be provided by a line department when the Deputy Director is assigned as a financial assistant to a line department. Supervision may be exercised over the work of assigned lower-level personnel. Does related work as required.

Typical Work Activities:

- Manages and supervises the day-to-day functions of the Department of Finance and assigned staff;
- Manages the review and audit of the County's internal controls; works with Director of Finance to strengthen process and internal controls;
- May reconcile accounts payable and accounts receivable subsidiary ledgers to general ledger on monthly basis;
- May supervise the collection, auditing and accounting of tax revenues and receipts; reconciles accounts on a regular basis;
- May serve as direct liaison with retained CPA firm for the annual audit and implements corrective action plans in response to said audit;
- May coordinate the operational and administrative processes of the financial software modules, including the implementation of new modules and conversions as assigned;
- Reconciles selected accounts on a quarterly basis as assigned;
- May research, analyze, audit and evaluate the effectiveness of internal financial controls throughout County operations;
- Supervises the year-end account reconciliation process as assigned;
- May assist in managing accounting procedures and inventory of the county-wide fixed asset system;
- Supervises the reconciliation of periodic bank statements and audits of petty cash as assigned;
- Administration of County credit cards, including monthly processing of all purchasing and travel cards as assigned;
- Reviews and audits bank and other account reconciliations done by others;
- Trains Finance Department personnel;
- May design and implement end user training programs for software;
- Prepares, reviews and posts various journal entries as assigned;
- Directs and manages staff in the preparation of annual budgets for assigned departments; makes recommendations to Department Heads on all budget matters including recommendations to mitigate budget shortfalls;
- Monitors performance against the budget, identifies issues, directs staff in making corrections as needed;
- Participates in special projects as assigned by the Director of Finance.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications:

Promotional – Candidates must be permanently employed in the competitive class in a Chautauqua County Department for two (2) years as a Fiscal Supervisor, or four (4) years as a Payroll Coordinator or Principal Account Clerk immediately preceding the date of application, prior to the written exam and continuing until the date of

appointment.

Open Competitive - 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 Master's degree in Finance, Accounting, Business Administration or Economics and two (2) years of finance, budgeting, accounting or auditing experience which shall have included supervisory duties; OR
- B. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Finance, Accounting, Business Administration or Economics and four (4) years of finance, budgeting, accounting or auditing experience, two (2) years of which shall have included supervisory duties.