

ULSTER COUNTY, NEW YORK IS ACCEPTING RESUMES FROM QUALIFIED
PERSONS FOR THE POSITION OF
Commissioner of Finance

Under the Direction of the County Executive, this position is responsible for the administration of the fiscal affairs of Ulster County, as established in the County Charter, or governed by State or Federal Law. The Commissioner of Finance is the Chief Fiscal Officer of Ulster County and is subject to all the obligations and liabilities granted or imposed by the charter, code, local law or legislative resolution not inconsistent with the charter or code. The position is responsible for the supervision of a large number of personnel, including accounting, technical, and clerical positions. Does related work as required. Examples of responsibility include:

This is professional and administrative work of a complex nature involving responsibility for all duties including but not limited to, the collection of taxes, accounting, payroll and other duties required by law. Typical work activities will include, but are not limited to:

- Plans, structures, and directs Department of Finance operations to provide for the collection, investment custody and/or disbursement of County funds, revenues, and other fees;
- Formulates and implements departmental policies regarding financial transactions and revenue collection to ensure the maximum return on investments while properly maintaining the County's cash flow position;
- Directs the County's accounting, financial reporting, and accounts payable functions; and develops and implements accounting policies and systems to assure timely, accurate, and meaningful financial analysis and reporting, and proper disposition of all claims for payment by the County including proper funds disbursement;
- Selects, develops, motivates, and appraises the performance of key staff not limited to Deputy Commissioners of Finance to assure current organization effectiveness and continuity to meet future, financial management requirements;
- Participates with the Ulster County Executive, Budget Director, and Board of Legislators to develop short- and long-range financial plans, alternative strategies, and fiscal policy for the County;
- Develops, recommends, and executes programs for funding County operations including the collection, custody and investment of funds (including taxes collected by municipalities for the County), borrowing and issuance of debt instruments, and identification of other revenue sources to meet present and future requirements;
- Directs all County investments, determines the amount of securities to be held by County Board designated depositories, and approves all undertakings involving County funds of the designated depositories;
- Directs accounts for each item of appropriation, providing in detail the appropriations made, the amounts drawn, and the encumbered balance; and the legal disbursements of County funds in accordance with established procedures;
- Maintains favorable relationships within the financial community to assure continued awareness of the County's financial health, adequate and appropriate funding sources, and retention of the County's AAA credit rating;
- Pursuant to Article 11, serves as the enforcement officer of tax liens on real property; oversees the receipt of delinquent school, town and County taxes; assists in the preparation of County, Town and Special District tax extension; assists in the preparation of tax warrant abstracts utilized by municipal tax collectors;
- Oversees the Real Property Division, per the Ulster County Charter, having all of the powers to perform all of the duties conferred or imposed by Article 15-A of the Real Property Tax Law, including but not limited to the extension of real estate taxes, the issuance of tax bills, the maintenance of County assessment records, the submission to the County Executive of tax

equalization rates, and the rendering of assistance to assessors throughout the County in the performance of their respective responsibilities;

- Maintains the financial books and records of all units of County government; submits yearly financial statements showing assets, liabilities, and financial conditions of the County; provides the NYS Annual Financial Update Document and the County's Annual Financial Report; reports on County finances to NYS and the County's independent auditors on an annual basis;
- Have all the powers and duties conferred upon a public administrator pursuant to the Surrogate's Court Procedure Act of the State of New York, except that any and all fees received in the performance of such duties shall be the property of the County of Ulster; and all costs and expenses associated therewith shall first be an expense of the estate, and then shall be an expense of the County;
- Assists in drafting Finance Related County resolutions submitted to the County Legislature.

The typical Work Activities, above, are intended only as illustrations work that is appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

Minimum Qualifications: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a master's degree in accounting, business, public administration or a closely related field, and five (5) years of accounting and/or finance experience, one (1) year of which was in a supervisory or administrative capacity;
- B. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business, public administration, or a closely related field, plus eight (8) years of accounting and/or finance experience of which five (5) years must have been in a supervisory or administrative capacity;
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

Special Requirement

Education beyond the secondary level must be 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.

COMPENSATION: \$140,879. annually

Send resumes and cover letters only to:

Dawn Spader, Ulster County Personnel Director - dspa@co.ulster.ny.us

Special Requirement for appointment to Ulster County positions: Upon a conditional employment offer and in accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, prospective candidates for employment to all Ulster County positions must obtain clearance for appointment from the New York State Division of Criminal Justice Services or other mandated Federal and State regulatory authorities. Such prospective candidates will be required to be fingerprinted accordingly.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
AND ALL CIVIL SERVICE LAWS, RULES AND REGULATIONS APPLY.**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender or gender identity, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

