

DEPUTY COMMISSIONER OF FINANCE

The successful candidate will serve as the Deputy Commissioner of Finance, under the general direction of the Commissioner of Finance and County Executive in assisting in carrying out the mission of the Ulster County Department of Finance as established in the County Charter or governed by law, having responsibility for:

- Recording and reporting the financial condition of the County within the guidelines set forth by Generally Accepted Accounting Principles and investing County funds securely;
- Enforcing and collecting of delinquent property and school taxes in accordance with Real Property Tax Law;
- Directing the County's accounting, financial reporting, payroll processing, cash receipts and disbursement functions and developing and implementing accounting policies and systems to assure timely, accurate and meaningful financial analysis and reporting, and proper receipt and disbursement of all County Funds;
- Carrying out the duties of a Deputy relative to the powers and duties conferred or imposed upon the Commissioner of Finance by Law, except as otherwise provided by the Ulster County Charter; and
- Demonstrating strong leadership and supervisory skills, oral and written communication skills and management competency.

A successful candidate must demonstrate thorough knowledge of the principles and procedures of municipal accounting and auditing; public finance and revenue collection, public administration, public budgeting and supervision. Appointment to this position is by the Commissioner of Finance. The incumbent shall serve at the pleasure of the County Executive and the Commissioner of Finance. The candidate must produce proof of US citizenship.

MINIMUM TRAINING AND EXPERIENCE: Either:

- A. Juris Doctorate Degree* and two years of experience in accounting, of which must have been in an administrative capacity in a government municipality; OR
- B. Master's Degree* in Accounting, Business or Public Administration, or a closely related field, and four years of experience in accounting, two years of which must have been in an administrative capacity in a government municipality; OR
- C. Bachelor's Degree* in Accounting, Business or Public Administration, or a closely related field, and six years of accounting experience, four years of which must have been in an administrative capacity in a government municipality.

***SPECIAL REQUIREMENT:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the NYS Department of Education as a post-secondary, degree-granting institution.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND ALL CIVIL SERVICE RULES APPLY