

## **ADMINISTRATIVE DIRECTOR OF COUNTY FINANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important managerial position in the Office of the Commissioner of Finance. The work involves responsibility for managing county financial and accounting policies and procedures. The work is carried out in accordance with professional accounting and fiscal management standards and involves responsibility for the management of departmental fiscal affairs. Work is performed under the general supervision of the Commissioner of Finance with leeway allowed for exercising independent judgment in planning, developing and adapting accounting techniques. Supervision is exercised over the work of subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans, develops and implements the accounting and reporting systems and procedures to provide complete and accurate records of fiscal activities;

Supervises staff and is responsible for setting up, administering and improving financial accounting, control and reporting in accordance with statutory, regulatory requirements;

Prepares and files official financial reports;

Oversees and has responsibility for the accounting integrity of automated accounting systems;

Responsible for the maintenance of the general ledger, journal accounts, trial balances, statistical information and reconciles statements and accounts;

Cooperates with other agencies, independent auditors, and members of the public as required;

Contacts various Federal, State and local agencies and officials regarding fiscal accounting and affairs;

Develops budget estimates, makes budget studies and assists in the preparation of the annual budget.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of current financial accounting practices and procedures; Good knowledge of electronic data processing as it applies to fiscal management; ability to readily acquire familiarity with laws, regulations, policies and practices as they relate to fiscal operations of the department; good knowledge of the principles and practices of supervision; ability to systematize an effective accounting and reporting system; ability to plan and coordinate the work of others; ability to work effectively on a team; ability to communicate and deal effectively with others; accuracy; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics, or related field including or supplemented by 18 semester credit hours in accounting and three (3) years of full-time, paid post-degree accounting or auditing experience which must have been in maintaining or auditing double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration, Economics, or other related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities, including or supplemented by 18 semester credit hours in accounting and five (5) years of satisfactory, full-time paid post-degree experience as described in A above.

ULSTER COUNTY  
0105 ADM DIR CF  
Classification: Competitive  
0106 ADCF HLP  
Classification: Non-Competitive  
Union: UCSA  
MGT

ADOPTED: July 7, 1999  
Revised: December 10, 2008 (ED 1/1/09)