

## **COMMISSIONER OF FINANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** 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, and any other duties required by law to be performed by a County Treasurer. Pursuant to the Rockland County Charter and Administrative Code, the Commissioner of Finance is the chief fiscal officer of the 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. Supervision is exercised over a number of professional, technical and clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Directs all activities in order to extend taxes and issue tax bills;  
Audits and certifies for payment all lawful claims or charges against funds for which the County is responsible;  
Approves and supervises preparation of payrolls for salaries of all county employees, in accordance with rules and regulations;  
Develops and administers procedures for the submission of claims or charges against the County or funds for which the County is responsible, as required by applicable laws, rules or regulations;  
Administers procedures implemented for the collection, receipt, custody, deposit, investment and disbursement of all fees, taxes, revenues and other county funds;  
Prepares and submits reports of the financial condition of the County, as required;  
Approves payment for all bills, claims or vouchers submitted to the County for the purchase of goods, materials or services in accordance with procedures set forth in the code;  
Develops and implements rules and regulations to guide County fiscal matters, subject to approval by the County Legislature and County Executive;  
Conducts the sale of all bonds, according to laws and regulations;  
Prepares and signs all checks for the payment of payroll and all other lawful claims against the County.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of accounting principles, practices, techniques, particularly as they relate to governmental accounting; thorough knowledge of the principles, practices and techniques of administration; ability to understand complex written and tabular material; ability to establish and maintain effective relationships; ability to manage and supervise professional, technical and clerical personnel in an office.

### **MINIMUM QUALIFICATIONS:**

If approved in the Unclassified Service by the New York State Department of Civil Service:

Qualifications will be determined by the County Executive pursuant to the Rockland County Charter and Administrative Code.

**NOTE:** The person serving as County Treasurer, an elective office, immediately prior to January 1, 1986, the date the Charter first took effect, serves as the Commissioner of Finance until December 31, 1987; thereafter, the Commissioner shall be appointed as provided in the Charter.