

DEPUTY COMMISSIONER OF FINANCE*

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a complex nature which involves working closely with the Commissioner of Finance by overseeing the overall operation of the Department of Finance, including the accounting work of the office and, in addition, acting generally for and in place of the Commissioner of Finance. The work is broad, technical and managerial in nature involving responsibility for all County monies as outlined in Article XVII of the Rockland County Charter. Supervision is exercised over a number of professional, technical and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees a variety of operations in the Department of Finance including taxes, payroll, accounting and the maintenance of special accountants;
Answers questions and resolves problems;
Performs a variety of administrative duties (e.g. budgeting, personnel, etc.) as assigned;
Represents the Department of Finance at meetings, providing information, answering questions and participating in discussions.

IN THE ABSENCE OF THE COMMISSIONER OF FINANCE:

Signs authorized checks for the County;
Receives and deposits money from all appropriate sources in duly designated banks;
Keeps a true account of all receipts and expenditures;
Files one or more certified summaries each year of all County monies received or expended, with the Department of Records and the Clerk of the County Legislature;
Furnishes to the State Comptroller an annual statement and makes payments of all monies belonging to the State;
Collects all unpaid County, Town and School District taxes due to the County;
Transmits to each Town Clerk annual statements of all monies paid by him to the Supervisors of the respective towns;
Administers trust funds left in his care under County Law;
Files annual reports with the County Clerk of all monies and securities in his hands as a result of the administration of trust funds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting principles, practices and techniques, particularly as they relate to governmental accounting; good knowledge of office terminology, procedures and equipment; ability to understand and interpret difficult written tabular materials; ability to supervise others, particularly under pressure.

MINIMUM QUALIFICATIONS:

Qualifications determined by the appointing authority.

*This reflects a retitling of First Deputy Commissioner of Finance