

DIRECTOR OF FINANCE (RCSWMA)

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work of a moderately complex nature involving responsibility for assisting the Executive Director and Board of the Rockland County Solid Waste Management Authority in the performance of the fiscal duties for which they are responsible. Related duties in the personnel area such as payroll, personnel record keeping and administration may be assigned as additional duties provided such additional duties occupy less than half the total time involved. The work is performed under the general supervision of the Authority Board. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares preliminary operating and capital budgets;
Administers the preparation of financial reports and presents reports to the Board;
Plans and reviews administrative and financial policies including the formulation of accounting policies and banking procedures;
Administers the authority's bookkeeping and accounting functions;
Supervises accounting department personnel including payroll operations, accounts payable and accounts receivable;
Maintains indebtedness records;
Administers the preparation of grant applications and reimbursement of federal and/or state funding;
Participates in the sale of bonds and in bids for investment;
Maintains daily control of cash flow and makes investments in accordance with policy guidelines;
Prepares detailed analysis of and reports in areas of cost and budget control when appropriate;
Administers preparation of the annual financial report for submission to New York State Comptroller;
Performs such other related work as may be assigned by the Authority Board;
May administer the preparation of payroll and payroll taxes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws and statues related to the fiscal operation of a public authority; good knowledge of accounting principles, practices and techniques, particularly as they relate to governmental accounting; good knowledge of office terminology, procedures and equipment; good knowledge of office management and supervisory techniques; working knowledge of wage and salary administration; ability to maintain comprehensive accounting records and to prepare financial statements and reports; ability to carry out oral and written instructions.

MINIMUM QUALIFICATIONS: A Bachelor's degree which included or was supplemented by twenty-four (24) credit hours in accounting and five (5) years of general post education accounting experience, at least two (2) years of which included supervision of personnel involved in the preparation and maintenance of general ledgers, financial statements and budgets.

NOTE: Twenty-four (24) additional credit hours in accounting may be substituted for two (2) years of the required experience; certification as a C.P.A. may be substituted for three (3) years of the required experience. In each instance, the requirement of two (2) years of supervisory experience must have been met.

R.C.D.P. (11.16.2011) 10.13.2015 - Job specification may be subject to further revision
Non-competitive (Confidential/Policy influencing)