



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website: Chqgov.com

DEPUTY DIRECTOR OF FINANCE

Permanent Full-Time @ 40 Hours/Week

Salary Range - \$60,475.00 - \$92,778.00/Year w/Benefits

Chautauqua County Department of Finance is actively seeking qualified applicants to fill three (3) Full-time Deputy Director of Finance positions located at the Falconer, NY and Mayville, NY offices.

These positions are management level, full-time, 40 hours per week. Chautauqua County Government offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

These positions are being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below* and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment."

Mail completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

DEPUTY DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This is an important management position involving responsibility for supervising assigned units of the Department of Finance and for independently administering and providing oversight and direction to all county fiscal units where technical assistance and the direct involvement of the Department of Finance is essential. Consultations are held with the Director of Finance and other county department heads for the purpose of formulating policy and establishing appropriate fiscal procedures. The work is performed under the direct supervision of the Director of Finance, First Deputy Director of Finance or Director of Administrative Services. General supervision may also be provided by a line department when the Deputy Director is assigned as a financial assistant to a line department. Supervision may be exercised over the work of assigned lower-level personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages and supervises the day-to-day functions of the Department of Finance and assigned staff;

Manages the review and audit of the County's internal controls; works with Director of Finance to strengthen process and internal controls;

May reconcile accounts payable and accounts receivable subsidiary ledgers to general ledger on monthly basis;

May supervise the collection, auditing and accounting of tax revenues and receipts; reconciles accounts on a regular basis;

May serve as direct liaison with retained CPA firm for the annual audit and implements corrective action plans in response to said audit;

May coordinate the operational and administrative processes of the financial software modules, including the implementation of new modules and conversions as assigned;

Reconciles selected accounts on a quarterly basis as assigned;

May research, analyze, audit and evaluate the effectiveness of internal financial controls throughout County operations;

Supervises the year-end account reconciliation process as assigned;

May assist in managing accounting procedures and inventory of the county-wide fixed asset system;

Supervises the reconciliation of periodic bank statements and audits of petty cash as assigned;

Administration of County credit cards, including monthly processing of all purchasing and travel cards as assigned;

Reviews and audits bank and other account reconciliations done by others;

Trains Finance Department personnel;

May design and implement end user training programs for software;

Prepares, reviews and posts various journal entries as assigned;

Directs and manages staff in the preparation of annual budgets for assigned departments; makes recommendations to Department Heads on all budget matters including recommendations to mitigate budget shortfalls;

Monitors performance against the budget, identifies issues, directs staff in making corrections as needed;

Participates in special projects as assigned by the Director of Finance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of accounting and auditing procedures; Thorough knowledge of laws, rules, employee contractual agreements and regulations related to the preparation of payrolls; good knowledge of governmental accounting procedures; good knowledge of Federal, State and County laws and regulations relating to the collection and disbursement of monies; good knowledge of New York State Employees Retirement System; good knowledge of word processing and spreadsheet software; ability to audit a variety of diverse accounting records; ability to work cooperatively with management in the audit of accounting records and in the design and installation of improved procedures and systems; ability to prepare written reports; ability to communicate, both orally and in writing, in a clear and concise manner; initiative and industriousness in carrying out audit procedures, in recommending changes and in carrying out special assignments from inception to completion; ability to plan and supervise the work of others; good judgment in determining when changes are necessary in existing system and in determining whether or not irregular accounting procedures exist; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional – Candidates must be permanently employed in the competitive class in a Chautauqua County Department for two (2) years as a Fiscal Supervisor, or four (4) years as a Payroll Coordinator or Principal Account Clerk.

OR

Open Competitive - Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Finance, Accounting, Business Administration or Economics and two (2) years of finance, budgeting, accounting or auditing experience which shall have included supervisory duties; OR

- B. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Finance, Accounting, Business Administration or Economics and four (4) years of finance, budgeting, accounting or auditing experience, two (2) years of which shall have included supervisory duties.