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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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

### **DEPUTY DIRECTOR OF FINANCE**

**Permanent Full-Time @ 40 Hours/Week**

**Salary Range: \$48,808.00 - \$74,747.00/Year w/Benefits**

Chautauqua County's Department of Finance is actively seeking qualified applicants to fill a Deputy Director of Finance position located at the Mayville, NY office. 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 general supervision of the First Deputy Director of Finance, or when assigned as financial assistant to a line department, the direct supervision of the head of such department. Supervision is exercised over the work of assigned lower level personnel. Does related work as required.

Position is full-time, 40 hours per week, salary will be based on experience. 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.

This position is 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](http://www.chqgov.com) click on "Employment."

Mail or drop off 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 general supervision of the First Deputy Director of Finance, or when assigned as financial assistant to a line department, the direct supervision of the head of such department. Supervision is exercised over the work of assigned lower level personnel. Does related work as required.

#### TYPICAL WORK ACTIVITIES:

- Manages and supervises the day-to-day accounting and auditing 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;
- Reconciles accounts payable and accounts receivable subsidiary ledgers to general ledger on monthly basis;
- Supervises the collection, auditing and accounting of occupancy tax revenues, water district and sewer district receipts; reconciles accounts on a regular basis;
- Serves as direct liaison with retained CPA firm for the annual audit and implements corrective action plans in response to said audit;
- Reconciles selected accounts on a quarterly basis;
- Supervises the year-end account reconciliation process;
- Assists 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;
- Administration of County credit cards, including monthly processing of all purchasing and travel cards;
- Reviews and audits bank and other account reconciliations done by others;
- Trains Finance Department personnel;
- Prepares, reviews and posts various journal entries;
- 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; 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.

MUST MEET MINIMUM QUALIFICATIONS: 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, Business Administration or Economics and two (2) years of accounting and 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 Accounting, Business Administration or Economics and four (4) years of accounting and auditing experience, two (2) years of which shall have included supervisory duties.