

Jurisdictional Class: Competitive  
Adopted: January 1, 2001  
Revised: April 23, 2010

**ASSISTANT FINANCE MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for performing a variety of complex accounting and fiscal management functions in the County Treasurer's Office. The incumbent assists the County Finance Manager in overseeing account-keeping activities, including the installation and maintenance of accounting systems. The work is performed under the general supervision of the County Treasurer and Finance Manager with leeway allowed for exercise of independent judgment in planning and carrying out assigned tasks. All work is performed in accordance with generally accepted accounting policies and procedures. Supervision is exercised over subordinate employees engaged in clerical and accounting duties. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists Finance Manager in maintenance of computerized accounting and auditing systems and procedures to provide complete and accurate records of county financial and budgetary transactions;  
Assists Finance Manager in preparing information and audit of varied accounts for all County departments to be provided to independent auditors for annual financial audit and for New York State audits as scheduled;  
Oversees and coordinates senior-level accounting personnel in all County departments to ensure compliance with Government Accounting Standards and independent auditor's recommendations;  
Oversees and supervises a subordinate staff engaged in a variety of fiscal operations;  
Directs the audit of varied accounts, claims and records, and the preparation of reports;  
Directs the compilation, preparation, and analysis of a variety of complex financial and statistical records and reports;  
Plans, assigns, and reviews the maintenance and checking of a wide variety of financial records and reports and instructs employees in the specialized details of this work;  
Assists Finance Manager in correspondence in connection with financial matters with other County departments, financial advisors, banks, municipalities, etc.;  
Revises, systematizes and installs account-keeping methods and procedures;  
Prepares the annual financial report which details the financial picture of the County;  
Prepares journal entries for County general ledger;  
Balances and maintains general ledger accounts;  
Balances account receivable claims for County departments and coordinates with departments to assure timely filing of claims to appropriate agencies.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern, general, and governmental accounting, fiscal and auditing procedures, and techniques including budgeting and appropriation practices;  
Thorough knowledge of methods used in keeping financial accounts and records;  
Good knowledge of modern fiscal terminology, practices, and procedures;  
Knowledge of banking procedures including investments and borrowing;  
Ability to understand, implement, and maintain computerized accounting systems in conjunction with a data processing operation;  
Ability to communicate with departments on accounting matters;  
Ability to plan and supervise the work of others;

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Ability to prepare complex written reports;  
Familiarity with computer generated accounting and fiscal records;  
Resourcefulness in applying accounting procedures and practices to problems encountered in financial records and reports.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or Economics, including or supplemented by eighteen (18) semester credit hours in accounting and two (2) years of accounting or auditing experience which must have been involved in the maintenance of double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; one (1) year of which must have been in a supervisory capacity; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities, including or supplemented by eighteen (18) semester credit hours in accounting and three (3) years of experience as defined in (a) above; one (1) year of which must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) or (b) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.