

## COMMISSIONER OF FINANCE

**DISTINGUISHING FEATURES OF THE CLASS:** Under the direction of the County Executive the Commissioner of Finance is the chief fiscal officer of the County and has charge of the administration of all its financial affairs including the collection, receipt, custody, deposit, investing and disbursement of all fees, revenues and other funds of the County or for which the County is responsible. The Commissioner performs all duties, including the collection of taxes, required by any law to be performed by a County Treasurer. He shall also have all the powers and duties conferred upon a public administrator pursuant to the Surrogate's Court Act of the State of New York with exceptions as stated in the Broome County Charter.

### TYPICAL WORK ACTIVITIES:

Collects all County monies including sales, mortgage and real property taxes, state and federal aid, trust monies and departmental fees;

Deposits, maintains custody and makes authorized investments of County monies through oversight direction of the Treasury Manager;

Oversees the maintenance of County accounting records ensuring compliance with State and Federal accounting guidelines as well as Governmental Generally Accepted Accounting Principles;

Prepares and submits annual reports to the County Legislature as well as to the Office of the State Comptroller;

Oversees the preparation of the Town and County tax warrants;

Collects real property taxes;

Acts as public administration pursuant to the Surrogate's Court Act;

Oversees the operations including reconciliation of and preparation of the County Payroll;

Oversees and determines the timing of the issuances of indebtedness authorized by the County Legislature and expressed as necessary by departments with oversight responsibility of the components of the capital program;

Oversees the billing of IDA properties for Town, County, and School district payments in lieu-of-taxes;

Monitors capital programs ensuring timely closeouts of completed projects';

Monitors state and federal grant programs;

Identification of potential problem areas in the several accounting funds;

Monitors inter-County charges and payables and receivables;

Reviews current literature to ensure compliance with appropriate authorities;

Oversees the preparation of required worksheets and data accumulation for the annual independent audit;

Oversees the collection of certain charges to the local

municipalities;

Oversees the quarterly distribution of sales tax and semi-annual distribution of mortgage tax to local municipalities;  
General oversight over fifteen staff members;  
Provision of supplemental information during the County budget process;  
Performs such other related duties as shall be required or delegated to him by the County Executive or the County Legislature.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of governmental accounting principles and practices;  
Thorough knowledge of office terminology, procedures and equipment;  
Good knowledge of the functions and structure of county government;  
Ability to critically review financial procedures;  
Ability to prepare and analyzes financial reports and statements, policies and procedures;  
Ability to get along well with others, initiative; resourcefulness;  
Physical condition commensurate with the demands of the job.

**SUGGESTED MINIMUM QUALIFICATIONS:\***

- A) Graduation from an approved four-year college course with a business related degree or major, or graduated from high school with six (6) years of experience in a managerial position in business or government dealing with the control of substantial sums of money, or the equivalent of any combination of experience and training.

\*In accordance with Article V (A501) of the Broome County Administrative Code.

R483            2/3/97

Jurisdictional Classification: Unclassified