

## **DEPUTY COMMISSIONER OF AVIATION FOR FINANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performing a variety of accounting duties related to financial management in the Department of Aviation and the Department of Public Transportation. The incumbent is responsible for preparing, maintaining, and managing the financial records and procedures relating to general fiscal operations, budgeting, financial analysis and reimbursement. This position has authority to act for and in place of the Commissioner of Aviation within the assigned areas of responsibility. Supervision is exercised over subordinate personnel in the Department of Aviation and the Department of Public Transportation. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates the finance activities to ensure that accounting, budgeting, auditing and analysis methods are consistent and compliant with departmental procedures and local, state and federal regulations;

Evaluates financial and statistical reports to plan for short and long term operational needs;

Analyze various contracts and agreements to ensure that billing is prepared correctly;

Prepares and maintains financial records including general ledgers and journals;

Prepares a variety of financial reports to provide pertinent information to department head;

Participates in the preparation of departmental budget;

Prepares, analyzes and maintains revenue and expense reports, cash flow management and cost control methods;

Compiles and evaluates data to forecast future departmental needs;

Consults with the Commissioner of Aviation and Commissioner of Public Transportation in defining budgetary goals and objectives;

Ensures that payroll is reported accurately and within a timely manner;

Maintains effective working relationships with other departments, vendors and local, state and federal agencies;

Maintains effective working relationships with concessionaries and airlines;

Plans and coordinates the preparation of grant and/or capital project applications;

Analyze project expenditures to ensure they fall within the allowable cost category in order for revenue recognition to be maximized;  
Prepares metrics to illustrate revenue trends and analyze Results;  
Implements new and/or revised procedures and policies to ensure cost efficiency.

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

Thorough knowledge of the principles and practices of modern public/governmental fiscal administration, including internal auditing, accounting and fiscal management;  
Thorough knowledge of the principles, practices and terminology of general and governmental accounting;  
Thorough knowledge of financial administration including budgeting and reporting;  
Good knowledge of office terminology, practices and procedures;  
Good knowledge of business arithmetic and English;  
Ability to prepare and analyze complex financial and statistical records, reports and financial statements;  
Ability to prepare and present complex oral and written reports clearly and concisely;  
Ability to plan and direct the work of others;  
Ability to operate a computer terminal;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Good judgment.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business or public administration, economics or a closely related field, including or supplemented by 18 semester credit hours in accounting, and four years of experience in accounting, auditing and/or financial analysis; OR

B) Completion of a minimum 60 semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by 18 semester credit hours

in accounting and six years of experience in accounting, auditing and/or financial analysis; OR

C) Graduation from high school or possession of an equivalency diploma and eight years of experience in accounting, auditing and/or financial analysis; OR

D) An equivalent combination of training and experience as defined by the limits of A) and B) above.