

DEPUTY DIRECTOR OF THE OFFICE OF MANAGEMENT AND BUDGET-ACCOUNTING

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing a variety of accounting and business management duties related to financial management and payroll functions in the Office of Management and Budget. The incumbent is responsible for overseeing the maintenance of financial and payroll records, preparing financial reports and developing and maintaining automated accounting systems. Work is performed under the general direction of the Director of the Office of Management and Budget with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over subordinate staff. The incumbent has the authority to act generally for and in place of the Director of the Office of Management and Budget. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the preparation and maintenance of financial records including general ledgers and journals;
Oversees and assists with payroll operation to ensure accuracy, completeness and compliance with Federal and State reporting requirements;
Oversees the development, implementation, and maintenance of automated accounting systems;
Oversees the development of instructions for the use of automated accounting systems, resolves related problems and trains employees to use the systems;
Develops security guidelines for use of financial systems by user departments;
Implements, analyzes, and modifies accounting software systems with assistance from the Division of Information Technology, including testing the customized modifications and/or software updates released from the vendor;
Oversees the application of current accounting pronouncements relevant to government;
Prepares a variety of financial and statistical reports to comply with Federal and State requirements and to provide pertinent information to county officials;
Coordinates the annual preparation and auditing of the Comprehensive Annual Financial Report (CAFR) and OMB Circular A-133 single audit;
Manages the maintenance and oversight of the county-wide fixed asset system.

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.

SUGGESTED 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 accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; 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 the experience described in A) above; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during employment in the title.

*Neither the Broome County Charter nor Administrative Code reference minimum qualifications for this position.

Jurisdictional Classification: PENDING Exempt (County)