

BUDGET AND FINANCE MANAGER

TOMPKINS COUNTY

Department Budget and Finance
Classification Competitive
Labor Grade P(86)
Approved 6/9/91, Bd. Res. #211
Revised 2/10/93, 8/93
By Commissioner of Personal
BBP Risk Factor 3

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for maintaining the efficient and economical accounting management of the Budget and Finance Department. The incumbent works under the general direction of the Deputy County Administrator and exercises wide latitude and independent judgment in planning, developing, directing and coordinating a broad range of agency financial programs and support services. This position is responsible for general supervision of all department staff including the Accounting Supervisor and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises maintenance of internal general ledger accounts;
Directs continuing and special studies of the organization and its operations, which may not be limited to financial and budgetary operations;
Promulgates policy and procedural manuals and guidelines;
Controls expense accounts and purchases;
Oversees the development of tax receivable and cash receipt systems;
Oversees the serving of notice of foreclosure and tax sales on property owners;
Responsible for arranging property auctions; conducting foreclosure and tax sales, and disposal of abandoned property;
Presents testimony in court actions necessary to foreclosure proceedings;
Oversees the preparation of legal advertisement notices regarding delinquent taxes;
Works with Deputy County Administrator in planning cash use, developing a cash flow schedule, and investments;
Maintains a calendar of legal tax deadlines and due dates;
Compiles and reports statistical information;
Oversees the preparation of monthly cash summaries;
Prepares monthly investment report;
Prepares and proofs all journal entries for submittal to the County Comptroller;
Oversees the data input of returned taxes;
Reviews quarterly room tax returns, prepares quarterly report and correspondence to delinquent filers;
Assists Deputy County Administrator in review and input process of budget data;
Assists the Deputy County Administrator in special projects, financial projections, working with Data Processing on updating internal cash reporting procedures, budgets, and assessing staffing demands.

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BUDGET AND FINANCE MANAGER (CONT)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration, accounting, and budgeting including fund accounting;
Thorough knowledge of property tax laws and general practices of real estate transactions;
Working knowledge of assessment practices;
Good knowledge of office terminology, procedures and equipment;
Working knowledge of the organizational structure, goals and objectives of the agency;
Working knowledge of statistical techniques, report preparation, budget preparation and expenditure control;
Ability to plan, assign, and review the work of others;
Ability to understand and carry out complex oral and written instructions;
Good judgment and resourcefulness in solving complex administrative problems;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in Accounting, Business Administration, Public Administration or a related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in accounting, one year of which must have been in a supervisory capacity; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college or university with an Associates Degree in Accounting, Business Administration, Public Administration or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in accounting, one year of which must have been in a supervisory capacity; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in accounting, one year or which must have been in a supervisory capacity; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b) and (c) above.

NOTE: Full-time paid (or the equivalent part-time and/or volunteer) accounting experience is required. Account-keeping experience will not be credited as accounting experience.