

ASSISTANT DIRECTOR - PLAYLAND

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director - Playland, the incumbent directs and coordinates the financial, fiscal and budget policies, programs, and procedures of Playland. The incumbent is responsible for establishing and maintaining accounting and financial reporting systems pursuant to County requirements on a basis consistent with Federal and State regulations for the department and all contract agencies. Staff supervision is exercised over a number of professional and clerical employees in the department as well as contract agencies. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements fiscal programs, policies and procedures for Playland;

Supervises all financial services at Playland including budgeting, accounting, purchasing, contract management, accounts payable and auditing services;

Directs the general accounting function of the department including the preparation of statistical analysis and reports;

Monitors the operation of divisions and contractors to insure conformance to fiscal policies established by the department;

Supervises the preparation of financial reports;

Coordinates the preparation of annual budget for Playland, in accordance with County guidelines and departmental objectives;

Works with the Budget Department on setting up appropriate allocations;

Reviews, monitors and approves accounts payable, ensuring that expenditures remain within budgetary limits, implements cost control procedures, and monitors cost accounts to ensure adequate funds to meet Playland's needs recommending reallocation of fund as needed;

Maintains current financial information related to the operation of Playland;

Assists with manpower planning and development;

Oversees purchasing process and contract development;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of modern accounting and auditing theory and practice including adherence to the current rules of reporting as promulgated in the American Institute of CPA's Audit Guide, "Audits of State and Local Government Units"; comprehensive knowledge of EDP principles in financial management and control; comprehensive knowledge of financial accounting, cost accounting and county budgeting procedures; comprehensive knowledge of third party, Federal and other governmental directives concerning cost reimbursement, grant funding, etc.; comprehensive knowledge of office procedures and practices; ability to plan and direct the work of a substantial number of employees; ability to organize and initiate accounting systems for new programs; ability to write and speak effectively; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; initiative; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration or Financial Management and seven years of experience where the primary function must have been in accounting or auditing, three of which must have been in Financial Management at the administrative or supervisory level.

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Accounting, Business or Public Administration, Financial Management, or closely related field may be substituted for one year of the above stated general experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree granting institution.

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Job Class Code: E0575
Job Group: XIV