

## DEPUTY DIRECTOR OF FINANCE

GENERAL STATEMENT OF DUTIES: Under the direction of the Director of Finance, assists with the responsible charge of the Town fiscal affairs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs responsible administrative work related to fiscal affairs, including but not limited to, budget, accounting and disbursement and special financial reports. While much latitude is provided for independent action, direction and supervision of the work is maintained by the Director of Finance.

### EXAMPLES OF WORK: (Illustrative Only)

Represents the Director of Finance in his/her absence;

Assists with the preparation and execution of the Town budget;

Assists in receiving and paying, on approval, bills of the Town;

Assists with the accounting of receipts and disbursements, auditing claims and preparing checks;

Allocates costs to various budgeted accounts;

Works in conjunction with the Director of Finance and Supervisor in the preparation of the annual budget for submission to and approval of the Town Council;

Assists with the preparation of Federal or State financial reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the law as it pertains to towns in New York State; good knowledge of accounting and financial principles and practices; ability to prepare and maintain accounting records and reports; ability to assist in organizing and administering a variety of financial activities; integrity; dependability; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university and one (1) year of bookkeeping or accounting experience; or (b) graduation from a standard high school course or high school equivalency diploma and five (5) years of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns  
J. C.: Competitive

Job Class Code: 0071