

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DEPUTY COMMISSIONER OF FINANCE **GRADE:** 25

TITLE ABBREVIATION: DPTY COMM FINCE **TITLE NO.:** 6258

JURIS.CL: E **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** EX

DEPARTMENT: FINANCE

NATURE OF THE WORK: The Deputy Commissioner of Finance assists the Commissioner of Finance in directing and controlling the financial affairs of the County. The Deputy acts for and in place of the Commissioner in his/her absence.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-class position allocated to the exempt class of the classified service. Work is performed under general direction of the Commissioner of Finance. The incumbent participates in formulating fiscal policy of the County and in maintaining supervisory control over various functions of the department. Provides supervision over designated personnel in the department.

TYPICAL DUTIES AND TASKS:

Assists the Commissioner of Finance in directing and controlling the financial affairs of the County;

Provides administrative and direct supervision over designated personnel;

Performs all functions related to the preparation, distribution and filing of the annual IRS 1099 and 1042 forms;

Reviews, corrects and oversees entries/adjustments to the County's supplier file as it pertains to the correct filing of IRS information returns;

Reviews and enters all foreign supplier applications into the supplier file;

Directs the investments of the county's surplus monies, authorizes bank wires and transfers, maintains bank agreements;

Reviews and approves departmental requisitions and invoices, and processes required budget transfers;

Oversees maintenance of capital project accounts and, with the Commissioner, determines the amount of bonds to be issued to cover capital project expenditures;

Assists the Commissioner, County Financial Advisor and Bond Council on revision and issuing of the annual official statement for bond issuance;

Processes and distributes newly adopted budget resolutions to Budget and Finance personnel for entry into the County financial system;

Assists the Commissioner and Senior Accountant with the Comprehensive Annual Financial Report and Popular Annual Financial Report;

Analyzes, prepares and submits assigned portions of the departmental budget and assists the Commissioner in the presentation of the budget to the County Executive and the Legislature;

Prepares and submits Requests for Proposal/Vendor Contracts as necessary for requisitioning outside services and/or purchases for the Finance Department;

Assists the Commissioner in the review of all audits submitted by the internal auditors and outlines audits to be conducted annually;

Signs checks and other documents on behalf of the Commissioner as an authorized signatory.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business activities that relate to finance in the public sector; ability to analyze financial statements; ability to deal effectively with supervisory staff and administrative and supervisory personnel of other departments; resourcefulness; initiative; ability to exercise good fiscal and financial judgment; ability to prepare oral and written reports; tact; initiative; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Any combination of training and experience deemed acceptable by the Appointing Authority.

Suggested Standards: Master's Degree or Bachelor's Degree in Accounting, Business Administration, Public Administration, Economics, Political Science or related field and five (5) years of experience in the field of Finance or financial management.

REVISED: 11/14/12 dmp