

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DIRECTOR OF ACCOUNTS GRADE: 16

TITLE ABBREVIATION: DIRECTOR OF ACCOUNTS TITLE NO.: 6316

JURIS.CL: C SALARY CODE: 01 UNIT:  EEO CODE: OA FLSA CODE: NE

DEPARTMENT: FINANCE DIVISION: ACCOUNTS

SUPERVISOR'S TITLE: COMMISSIONER OF FINANCE

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for directing the functions and activities of the Division of Accounts. Under the general direction of the Commissioner of Finance, the incumbent maintains supervisory control over the County's financial accounts, encumbrances, certifications of claims, reconciliations and the auditing of accounts and financial reports. Direct supervision is exercised over assigned clerical accounting personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises the audit and certification for payment of all lawful claims of charges against the County or against funds for which the County is responsible;
2. Supervises the receipt, disbursement and coordination of the accounting for all trust and agency monies associated with the County of Orange, such as bail, court and trust, dog and mortgage taxes, etc., and files all applicable state-required reports related to same;
3. Supervises the keeping of records of appropriations, encumbrances and expenditures, utilizing spreadsheet/data base management skills and record retention;
4. Supervises the audit of state and federal aid claims for reimbursement of expenditures;
5. Reviews all resolutions received from the County Legislature and, if appropriate, prepares entries to amend the County budget;
6. Prepares the back-up for recording the annual Real Property Tax Summary for input into the County's financial system;

7. Prepares and submits reports to the Commissioner of Finance in such form and detail, and at such times, as may be required, and performs such other related duties as may be required by the Commissioner of Finance.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of finance accounting and auditing practices and procedures, particularly as it relates to governmental activities; thorough knowledge of financial and record-keeping practices and office terminology, procedures and equipment; good knowledge of spreadsheet/database management software; ability to prepare written reports; ability to plan, organize and supervise the work of others; ability to deal effectively with supervisory staff of other departments and with the general public; mental alertness; initiative; good judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's degree, or higher, in Accounting or closely related field and two (2) years of experience in financial or governmental accounting or auditing which shall have included supervisory duties; OR
- (B) Associate's degree in Accounting or closely related field and four (4) years of experience as described in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above.

NOTE: Experience gained in account clerical titles will not be credited as qualifying experience.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.