

**ORANGE COUNTY  
MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF FINANCE **LEVEL:** VII

**TITLE ABBREVIATION:** DIR FINANCE **TITLE NO.:** 6336

**JURISDICTION** C **SALARY CODE:** 03 **UNIT:** M

**EEO CODE:** OA (6002) **FLSA CODE:** AD

**DEPARTMENT:** SOCIAL SERVICES

**NATURE OF THE WORK:** The work involves responsibility for the management of fiscal services for the Department of Social Services. The Director of Finance is responsible for the implementation of the uniform accounting and reporting requirements as required by the State Social Services Department as outlined in the State and Federal Manuals. The accounting system utilizes the double entry method of bookkeeping and the basic record for this system is the general ledger. The work is carried out in accordance with established procedures and involves the application of accounting techniques in order to comply with the State Manual. Work is performed under the general supervision of the Administrative Officer of Social Services. Leeway is allowed for exercise of independent judgment in planning and adapting accounting techniques. Direct supervision is exercised over the work of subordinate accounting managers, accounting clerks, payroll clerks and clerical personnel. Does related work as required.

**TYPICAL DUTIES AND TASKS:**

- Plans, develops and implements the accounting and reporting systems and procedures to provide complete and accurate records of all fiscal activities within the Department of Social Services;
- Directs and administers the financial accounting, control, and reporting systems encompassing the expenses and revenues of the divisions of the Department of Social Services: Administration, Economic Independence, and Human Services;
- Supervises a number of supervisory and clerical staff;
- Supervises the general ledger, journal accounts, trial balances, statistical information and reconciliation of statements and accounts;

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- Interprets federal and state reimbursement regulations and policies and the adaptability of such regulations and policies to the Accounting System promulgated by the State Department of Social Services; makes recommendations and requests waivers on adherence to state policy;
- May represent the Commissioner or Department of Social Services at meetings, conferences, etc.;
- Instructs personnel on the application of State's Accounting Manual and reporting procedures;
- Analyzes the Social Services operations to ascertain and correct weaknesses in the accountability of records; compliance with State Mandates; simplify the clerical efforts needed to control costs and revenues; reporting format, establishes methods for obtaining necessary information and statistical data and makes necessary changes to adhere to good accounting techniques, etc.;
- Contacts various Federal, State and local agencies and officials regarding fiscal accounting and affairs;
- Develops budget estimates, makes budget studies and assists the Administrative Officer of Social Services in the preparation of the annual budget;
- Responsible for preparation of financial reports for County Finance and Budget Offices.

**JOB REQUIREMENTS**

Thorough knowledge of current financial accounting practices and procedures; thorough knowledge of computerized word processing and spreadsheet programs; ability to readily acquire familiarity with laws, regulations, policies and practices as they relate to the fiscal operation of the Department of Social Services; ability to systematize an effective computerized accounting system; ability to plan and coordinate the work of others; ability to communicate and deal effectively with others; accuracy; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Public Administration or Economics, including or supplemented by 18 semester credit hours in accounting and three (3) years of full-time, paid experience in the field of finance which involved auditing, accounting, budgeting, and/or banking.

**NOTE:** (1) A Master's Degree in Accounting, Business Administration, Public Administration or Economics can be substituted for the required experience on a year-for-year basis up to two (2) years.

**NOTE:** (2) Additional training beyond a Bachelor's Degree in Accounting, Business Administration, Public Administration or Economics can be substituted for the required experience up to two (2) years using the following equivalency: 15 credit hours = 6 months experience.

ADOPTED: 10/2/87  
EEO CODE UPDATE: 11/29/90  
REVISED: 3/25/91  
REVISED: 3/29/95 lc  
REVISED: 1/11/01 kmg

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