

## **DEPUTY DIRECTOR OF THE OFFICE OF MANAGEMENT AND BUDGET-ACCOUNTING**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performing a variety of accounting and business management duties related to financial management and payroll functions in the Office of Management and Budget. The incumbent is responsible for overseeing the maintenance of financial and payroll records, preparing financial reports and developing and maintaining automated accounting systems. Work is performed under the general direction of the Director of the Office of Management and Budget with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over subordinate staff. The incumbent has the authority to act generally for and in place of the Director of the Office of Management and Budget. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises the preparation and maintenance of financial records including general ledgers and journals;

Oversees and assists with payroll operation to ensure accuracy, completeness and compliance with the Federal and State reporting requirements;

Oversees the development, implementation, and maintenance of automated accounting systems;

Oversees the development of instructions for the use of automated accounting systems, resolves related problems and trains employees to use the systems;

Oversees the application of current accounting pronouncements relevant to government;

Oversees the cash management and payroll functions for the County;

Coordinates the annual preparation and auditing of the Comprehensive Annual Financial Report (CAFR), State Annual Update Document (AUD), and OMB Circular A-133 single audit;

Implements, analyzes and modifies accounting software systems with assistance from the Division of Information Technology, including testing the customized modifications and/or software updates released from the vendor;

Develops security guidelines for use of financial systems by user departments;

Prepares a variety of financial and statistical reports to comply with Federal and State requirements and to provide pertinent information to county officials;

Manages the maintenance and oversight of the county-wide capital accounts and fixed asset system;

Ability to prepare and present complex oral and written reports clearly and concisely.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of modern public/governmental fiscal administration, including internal auditing, accounting and fiscal management;  
Thorough knowledge of the principles, practices and terminology of general and governmental accounting;  
Thorough knowledge of financial administration including budgeting and reporting;  
Good knowledge of office terminology, practices and procedures;  
Good knowledge of business arithmetic and English;  
Ability to prepare and analyze complex financial and statistical records, reports and financial statements;  
Ability to establish working relationships and interact with management, county departmental staff, elected officials, appointed officials and other governmental agencies;  
Ability to plan and direct the work of others;  
Ability to operate a computer terminal;  
Ability to perform close detail work involving considerable visual effort and strain,  
Good judgment;  
Tact.

**SUGGESTED MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting and four years of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation of accounting and the preparation of budget and financial reports.

SPECIAL REQUIREMENT:/incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during employment in the title.

\*Neither the Broome County Charter nor the Administrative Code reference minimum qualifications for this position.

Jurisdictional Classification: EXEMPT (10/16/12)