

# **DIRECTOR OF FINANCE**

**Department: Supervisor**  
**Classification: Exempt**  
**Specification Number: 1025**  
**Approved: 12/8/21**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

This position has been assigned to the exempt classification. Therefore, no minimum qualifications have been established.

## **DISTINGUISHING FEATURES OF THE CLASS**

The Director of Finance assists the Town Supervisor and the Chief of Staff in the preparation of the annual and capital budgets and aids in the daily administration of the operations of the town. The incumbent's work is performed under the general direction of the Town Supervisor and is evaluated through frequent conferences and status reports. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Reviews and analyzes departmental estimates of revenues and expenditures and prepares a tentative budget;  
Recommends modifications and transfers of appropriations in the adopted budget throughout the fiscal year;  
Monitors accounts established by the comptroller and invests funds to maximize interest earnings;  
Assists the Chief of Staff in the daily administration and review of town departments.  
Projects cash necessary for the payment of expenses to be incurred in coordination with the Comptroller;  
Prepares detailed statements reflecting any indebtedness of the Town and pays the principal and interest due and owing on its serial bonds, bond authorization notes, and capital notes;  
Under authorization of the Town Board, borrows funds to finance town projects;  
Advises the Town Board of the general financial condition of the town.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Comprehensive knowledge of the principles, practices, methods and techniques of public finance and budgeting; comprehensive knowledge of the principles, practices, methods and techniques of public administration; thorough knowledge of present financial market conditions and types of financing permitted by law; thorough knowledge of the Local Finance Law of the State; thorough knowledge of statistical concepts and methods as they relate to financing; good knowledge of recent developments, current literature, and sources of information in public budgeting work; ability to analyze facts and to exercise sound judgment in arriving at conclusions; ability to oversee the maintenance of a variety of records and prepare and submit financial reports; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with employees, department heads and the general public.