

Title: ASSISTANT DIRECTOR OF FINANCE

Full time: 40 hours per week

Expected start date: April 10, 2023

Salary: \$82,139 - \$90,667



DISTINGUISHING FEATURES OF THE CLASS: This is a professional level finance position in a Town involving responsibility for assisting the Director of Finance in the maintenance of accounts and the handling of finances and financial records for a Town. The employee reports directly to and works under the general supervision of the Director of Finance or other senior staff members with a wide latitude allowed for the frequent exercise of independent judgment in planning and administering account keeping activities and in the management of Town finances. General supervision is exercised over personnel.

TYPICAL WORK ACTIVITIES

Maintains/assists in the maintenance of all software systems utilized by the Finance Department;

Maintains and/or supervises the maintenance of both computerized and manual fiscal records, according to established accounting procedures;

Assists with the preparation of payroll checks and related payroll reports;

Assists with the processing of checks for disbursement and deposit;

Prepares and analyzes financial and statistical reports and makes appropriate adjustments;

Reviews trial balance output and error reports and makes adjustments;

Verifies and analyzes accounts;

Audits accounting reports and makes adjustments;

Communicates with departments and outside agencies and businesses regarding financial records and accounting matters;

Examines and approves vouchers, claims, invoices, proposed contracts, and payrolls, and reconciles with supporting data for accuracy;

Assists in the budget development and review process and subsequent monitoring of actual activity against the budget;

Analyzes computer applications and modifies existing software to correspond to specific town needs;

Participates in cost analysis studies;

Reconciles and/or supervises the reconciliation of bank statements with accounting records;

Assists in the investment of surplus town funds;

Assists in evaluating pricing quotations, investing funds, and recording and maintaining related accounting entries, logs and reports;

Organizes work assignments of departmental personnel;

Performs duties of Director of Finance during absences.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND PERSONAL CHARACTERISTICS: Thorough knowledge of generally accepted accounting principles and the New York State "Uniform System of Accounts for Towns"; strong knowledge of automated budgeting and accounting systems and software; strong knowledge of the procedures of budget development and control; strong knowledge of the principles and practices of account auditing; good knowledge of the New York State Municipal Code; strong knowledge of computer capability and applications; working knowledge of investment principles and practices of a municipality; working knowledge of the principles and practices of public administration; demonstrated readiness to design financial and accounting procedures, including cash management and internal control, in accordance with good management and accounting principles; demonstrated readiness to maintain accounts and follow established financial procedures; demonstrated readiness to control budget expenditures; proficiency in analyzing budgets, financial reports and systems, computer applications and department needs; proficiency in to modifying existing computer programs; evidence of the (5) components of communication, including; speaking, listening, reading, writing and non-verbal; ability to establish and maintain professional relationships; aptness to supervise and utilize key leadership traits including: honesty; good judgment; initiative; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Economics, Finance, Mathematics, Business or Public Administration or closely related field with a minimum of fifteen (15) semester credit hours in accounting in all cases, plus five (5) years of full-time or its part-time equivalent paid experience in auditing, accounting, or bookkeeping, one (1) year of which must have included working with automated budgeting or accounting systems and software; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Economics, Finance, Mathematics or Business or Public Administration, or closely related field with a minimum of fifteen (15) semester credit hours in accounting in all cases, plus three (3) years of full-time or its part-time equivalent paid experience in auditing, accounting, or bookkeeping, one (1) year of which must have included working with automated budgeting or accounting systems and software; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Economics, Finance, Mathematics, Business or Public Administration, or closely related field with a minimum of fifteen (15) semester graduate or undergraduate credit hours in accounting in all cases, plus one (1) year of full-time or its part-time equivalent paid experience in auditing, accounting, or bookkeeping which must have included working with automated budgeting or accounting systems and software; OR,

- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree with a minimum of six (6) semester credit hours in Accounting, Economics, Mathematics, and/or Finance, plus five (5) years of full-time or its part-time equivalent paid work experience in auditing, accounting, or bookkeeping, one (1) year of which must have included working with automated budgeting or accounting systems and software; OR,
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C), and (D) above.
- (F) Municipal & supervisory experience preferred

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

How To Apply

1. Please send an application (and resume') to:
Town of Brighton Finance Dept.
Attention: Paula Parker
2300 Elmwood Avenue
Rochester New York, 14620
or by email to: Paula.parker@townofbrighton.org
2. The posting can be found on the Town's website at <https://www.townofbrighton.org/319/Job-Openings>.
"Human Resources", "Job Openings".
3. The Town will contact prospective applicants to schedule interviews; please do not call the Department directly.

The Town of Brighton's Commitment and Statement to Equitable Hiring:

The Town of Brighton is committed to the centralization of diversity, equity and inclusion and is an Equal Opportunity Employer. Our dedication to cultivating a culture of belonging and inclusion is evident in all that we do. We recognize the importance of harnessing diversity and therefore acknowledge the talent, innovation, individual differences and lived realities as unique contributions from our staff. In our quest to advance DEI efforts, the Town of Brighton welcomes job applicants without regard to age, culture, disability, ethnicity, gender expression or identify, race, religion, national citizenship or origin, family care status, marital status, pregnancy, military status, veteran status, prior criminal offense, domestic violence victim status, genetic status, limited English proficiency or any other lawfully protected status.