

Jurisdiction: Oneida County

Jurisdictional Class: UNCL

Revised: 7/18/96

COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible administrative position appointed by the County Executive subject to the approval of the County Board of Legislators. The incumbent is responsible for the administration of (1) a Division of Treasury; (2) a Division of Real Property Services; and (3) a Division of Real Estate; and (4) a Division of Budget. It is also the responsibility of the Commissioner of Finance to negotiate all employee contracts and see to the administration of all property, casualty, and general liability insurance coverage required by the County. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Has charge of the collection, receipt, custody, deposit, investment and disbursement of all fees, taxes, revenues and other funds of the County, or for which the County is responsible;

Submits to the Board of Legislators, monthly, a financial statement containing all revenues collected for the County;

Maintains a written inventory of all County property acquired for taxes;

Has custody of all insurance policies, surety bonds and deeds to County property;

Is responsible for ascertaining, spreading, entering and extending taxes levied by the Board of Legislators for all State, County, town and special district purposes, including unpaid school taxes, and including the preparation of tax rolls for such taxes;

Keeps a record of the transfer of title of real property in each tax district;

Provides a consultation and advisory service to assist local assessors and tax collectors in the performance of their duties;

Submits to the County Executive the proposed County tax equalization rates;

Is responsible for depository undertakings;

Plans and organizes the flow of work of the division;

Answers questions from the public concerning taxes;

Maintains records and statistical reports required by law;

Responsible for the investment procedures of the County.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of New York State tax laws; thorough knowledge of principles, methods and procedures of financial accounting, and investment principles and practices; thorough knowledge of theory and practice of modern governmental accounting, including receipt and distribution of funds on a large scale; ability to work cooperatively with others; ability to plan and supervise the work of others; sound judgement; honesty; accuracy; initiative.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience and other such qualifications, as the County Executive may determine appropriate.