

Civil Division: Town of New Hartford  
Jurisdictional Class: Exempt  
EEO Category: Administrative  
Revised: 03/12/13

### **DIRECTOR OF FINANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position charged with the responsibility for the accounting and review of the Town's finances and financial projects. Work is performed under the administrative direction of the Town Supervisor. Supervision of others is not a normal function of this class. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Reviews internal control procedures;  
Reviews bank reconciliations from various departments;  
Assists with the Annual Financial Report;  
Assists with the Annual Budget;  
Reviews accounting systems;  
Reviews other accounting and finance projects.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and procedures of accounting and auditing; thorough knowledge and understanding of finance and revenue collecting; ability to prepare financial reports and statements; integrity; accuracy; good judgment.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of accounting experience and other such qualifications as the Town Supervisor may determine to be appropriate.

**SUGGESTED QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting or Finance; experience with municipal accounting; licensed CPA preferred.

Adopted: 01/27/11  
Revised: 03/12/13