

**DIRECTOR OF FINANCE
(Albany Public Library)**

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position reports to the Executive Director and is responsible for the fiscal affairs of the library. The duties of this position involve the performance of accounting and related business administration tasks in development, review and analysis of activities related to the fiscal management of library funds and expenditures. The position involves all areas of the financial department including accounting, payroll, audit, investment coordinator, budget development and financial reporting. This includes monitoring all revenues and expenditures. The incumbent has latitude for exercising professional judgment and initiative in coordinating the work of the fiscal department.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, schedules and directs the work of the fiscal staff;
- Attends meetings of the board of trustee and finance committee;
- Directs, establishes and maintains accounts and records;
- Prepares and oversees financial reports for the Executive Director and the Board of Trustees, as well as for capital improvements and bid specifications, etc;
- Prepares library annual budget and budget estimates;
- Directs and supervises payroll activities ensuring proper disbursement to employees as well as outside agencies;
- Directs the accounting of all monies received and disbursed by the fiscal section, including the pre-audit of all payments and the preparation of administrative payrolls; Reviews and analyzes periodic financial statements and reports;
- Supervises receipt and entry of accounts payable and keeps budget records; Accumulates data and special financial reports;
- Suggests and recommends methods of improving accounting practices and procedures; Maintains all records of revenues, claims, accounts receivable and payable, general operation, encumbrance accounts and related records;
- Supervises and instructs subordinate staff in proper work methods and techniques and answers specific questions relating to accounting records and procedures;
- Enters and retrieves information in an automated information system;
- Supervision is exercised over the work of subordinate staff.
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the modern principles and practices of account-keeping and budget control, including cost analysis, monitoring and forecasting fund expenditures;
- Good knowledge of the library's budget preparation process and program objectives; Good knowledge of municipal fiscal planning, procedures and policies;
- Good knowledge of personal computers and office equipment;

- Working knowledge of effective techniques and methods of conducting interviews and fiscal studies;
- Ability to interpret a variety of written materials, including rules, regulations, policies and guidelines;
- Ability to understand and carry out moderately complex oral and written directions; Ability to gather, analyze and summarize fiscal data and information;
- Ability to develop new operating procedures, organizational structures and effective fiscal policies;
- Ability to identify fiscal problems and recommend solutions;
- Ability to deal with and relate to various public and private agencies and personnel; Ability to apply guidelines, procedures and policies governing the budget preparation process;
- Tact and courtesy;
- Good judgement;
- Integrity;
- Initiative;
- 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 or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in Accounting, Finance, Business Administration, or Public Administration and three (3) years of full-time paid experience in accounting, two (2) years of which must have involved financial management, OR

B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Accounting, Finance or Business Administration and four (4) years of full-time paid experience in accounting, two (2) years of which must have involved financial management; OR

C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.