



VACANCY ANNOUNCEMENT: DIRECTOR OF FINANCE (Provisional Appointment**)

Job Description:

The City of Oneonta, New York, is seeking an experienced Director of Finance, who will serve as the chief fiscal officer of the City. This senior-level management position is responsible for providing vision, leadership, and comprehensive administration of the overall financial aspects of the municipality. The major responsibilities include supervising the receipt of taxes, revenues from utility operations and from fees for various services, grant and borrowing proceeds, and other income; distribution of the City's funds; supervising all accounting and auditing functions; participation in labor contract negotiations; advising elected and appointed officials regarding fees and other charges; and directing the planning and processes involved with preparation of the City's annual budget that is presented to the Common Council by the City Manager. The Director of Finance also oversees business operations including service contracts, etc.

Other responsibilities include planning, directing, and evaluating the fiscal functions of the City in accordance with GAAP and municipal accounting practices; partnering with the City Manager in developing financial management strategies; leading the organization's revenue and expense forecasting process; management of the City's investments; administering funds derived through a variety of grants; overseeing the City's insurance policies and coverages; overseeing organization-wide computer operations; managing debt service; managing preparation of financial reports and updating forecasts for the City Manager and Common Council; and presenting financial matters as requested. This position also supervises coordination of the annual audit with external auditors, develops recommendations for accounting procedural changes, and is responsible for filing required reports.

Additionally, this position will be responsible for the day-to-day operations of the Finance Department, including purchasing functions, and provides advice and direction to City staff members concerning various a fiscal and operational matters.

Minimum Qualifications - Either:

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Accounting, Business Administration, Finance, or a related field and four (4) years of progressively responsible experience in the supervision, maintenance and/or auditing of municipal or not-for-profit financial records; or
- b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree from a regionally accredited or New York State registered college or university in accounting, business management, business administration, finance or related field and six (6) years of progressively responsible experience in the supervision, maintenance and/or auditing of municipal or not-for-profit financial records; or
- c) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in an unrelated field and eight (8) years of progressively responsible experience in the supervision, maintenance and/or auditing of municipal or not-for-profit financial records.

To apply, please submit a cover letter, resume, and official Civil Service Application for Examination for Employment (which can be found on our website, www.oneonta.ny.us/personnel), to Personnel, 258 Main Street, Oneonta, NY 13820.

Salary range: Competitive depending on qualifications and experience.

Application deadline: First review of applications will begin on April 15, 2019.

****NOTE:** Appointment to this position will be on a provisional basis, pending the successful completion of the appropriate competitive examination and satisfaction of related civil service requirements.