

Jurisdiction: Oneida County
Jurisdictional Class: Exempt
Revised: 7/18/96

DEPUTY COMMISSIONER OF FINANCE (TREASURY)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position charged with responsibility for the collection, receipt, custody, deposit, investment and disbursement of fees, taxes, revenues and other funds of the County, or for which the County is responsible. Work is performed under the administrative direction of the Commissioner of Finance. Supervision is exercised over departmental personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

An incumbent is responsible for the following activities:

Accounting of fees, taxes and revenues collected;

The daily safe deposit of monies collected;

For the operation of a remote field terminal to monitor and control accounts;

For the financial, revenue collection, and tax collection procedures of the County;

For the preparation of the monthly financial statement containing the revenues collected for the County;

Maintaining appropriate records and statistical reports required by law;

Provides for the cash collection procedures within the Department;

Maintains certain trust account balances;

Maintains database of delinquent taxes;

Processes refunds;

Adjusts general ledger for collections and cancellations of erroneous taxes;

Responsible for all tax warrant accounting and reconciliation of all general ledger tax accounts;

Reconciles petty cash bank statements;

Processes delinquent tax billings;

Answers questions from the public concerning taxes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the theory and practice of modern governmental accounting, including the receipt and distribution of funds on a large scale; thorough knowledge of modern office methods, procedures and practices; thorough knowledge of investment principles and practices; ability to prepare financial reports and statements; ability to plan and supervise the work of others; accuracy.

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