



County of Erie

MARK C. POLONCARZ
COMPTROLLER

EMPLOYMENT ANNOUNCEMENT

OFFICE OF ERIE COUNTY COMPTROLLER DEPUTY COMPTROLLER

The Erie County Comptroller's Office is soliciting resumes and letters of interest from prospective applicants for the position of DEPUTY COMPTROLLER.

The position is the principal deputy to the elected County Comptroller. The incumbent also leads the Comptroller's Office Division of Accounting.

This is an exempt position and is not in the classified civil service. The position is Job Group 18, with a salary range between \$75,252 (step 0) and \$112,245 (step E).

Please find attached the position description, including the requirements for the position. A MBA or CPA and background in municipal finance, including accounting and debt and investment management experience is highly desired.

Interested applicants should complete the Erie County Application for Examination or Employment at <http://www.erie.gov/employment/pdfs/emplapp.pdf> and send that application along with a letter of interest and their resume to: Erie County Comptroller Mark C. Poloncarz, 95 Franklin Street, 11th Floor, Buffalo, New York 14202, Attention: Timothy C. Callan.

The deadline for replying to this announcement via submission of a cover letter, resume and application for employment is 4:00 pm (EDT) on Monday, June 9, 2008.

For all questions concerning this position, please contact Timothy C. Callan, Associate Deputy Comptroller, at (716) 858-8404 or via electronic mail at callant@erie.gov.

The County of Erie is an equal employment opportunity employer.

May 28, 2008

DEPUTYCOMPTROLLER
Office of the Erie County Comptroller
JG XVIII

DISTINGUISHING FEATURES OF THE CLASS: The work involves managing and directing the activities of the Accounting Division and Investment and Cash Management Divisions of the Erie County Comptroller's Office. The incumbent assists the Comptroller in performing duties as the County's chief fiscal officer, and as chief accounting, auditing and reporting officer. The work includes developing sound financial investment/management policies and procedures to aid in the development of comprehensive financial record keeping and cost control programs. Supervision is exercised over division heads and a substantial number of subordinate employees. Acts as the Comptroller in the absence of the Comptroller. Does related work as acquired.

TYPICAL WORK ACTIVITIES:

Provides direct supervision to the Chief of Accounting Services to ensure that accounting prescription and procedures are in compliance with the Uniform System of Accounts for Counties, Generally Accepted Accounting Principles, and Governmental Accounting, Auditing and Financial Reporting;

Develops accounting policy and procedures regulating accounting practices throughout the County;

Directs the planning, design and implementation of accounting system enhancements and new systems;

Provides direct supervision to the Director of Investment & Cash Management to ensure that the County maximizes interest earnings through a formal investment program; monitors cash flow to ensure that short-term borrowing is scheduled to meet the County's need for short-term funds; reviews and approves all notes and bonds prior to submission to the Comptroller and County Executive;

Responsible for administering the County's contract with a financial advisory firm;

Meets, in all note and bond sales, with the County Attorney, bond counsel, underwriters, financial advisors, and rating companies; attends interim meetings at other times during the year and provides financial data as appropriate;

Meets with the Comptroller, department heads, and Legislature regarding accounting policy and fiscal issues;

Assists the Comptroller in formulating department budget and selected items for inclusion in the annual County budget;

Provides liaison with external auditors and department heads pertaining to the audit of County annual financial and interim audits;

Assists the Comptroller in discharging the Comptroller's duties and acts as Comptroller in the absence of the Comptroller.

(MORE)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of accounting; good knowledge of governmental accounts and accounting procedures; good knowledge of cash management, investments, and note and bond sales; ability to design new accounting records; ability to design new accounting procedures; considerable administrative ability; ability to deal effectively with supervisory staff; sound professional judgment; initiative; industry; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally or New York State registered four (4) year college or university with a Bachelor's degree in business administration or related field, supplemented by twenty-four semester credit hours in accounting, and ten (10) years of experience in the field of accounting and/or auditing, and/or municipal finance, at least six (6) years of which is in a responsible supervisory and/or administrative position.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.