CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
Telephone (518) 434-5049

KATHY M. SHEEHAN
MAYOR

ANN GIARD-CHASE
DIRECTOR

**PLEASE POST CONSPICUOUSLY**
January 24, 2018

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Chief Financial Manager**
**Albany Police Department**

The **Albany Police Department** has one (1) vacancy for the position of **Chief Financial Manager** at a rate of **$63,345/year @ 37.5 hours/week**.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to hr@albanyny.gov to be received in the office no later than 5:00 p.m. **Thursday, February 22, 2018**.

**EFFECTIVE 2/26/15 LOCAL LAW F – 2014**
***Section 62-1 of Chapter 62 of the Code of the City of Albany.***
*D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.*

**PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL THURSDAY, FEBRUARY 22, 2018.**
**An Equal Opportunity /Affirmative Action Employer**

# CHIEF FINANCIAL MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** As Chief Financial Manager, the incumbent in this position reports to the Commissioner/Department Head or its designee, and is responsible for the fiscal affairs of the department. The position assists with the execution of a wide range of financial activities including preparation of funding authorizations, validation and reconciliation of financial transactions, analyzing financial data, preparing and updating budget/financial data and use of automated financial data. The incumbent is also responsible for monitoring all revenues and expenditures, and overseeing grant reporting. The incumbent has latitude for exercising professional judgment and initiative in coordinating the work of the fiscal department. Supervision is not typical of this class.

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

- Performs financial analysis related to overall financial and budgetary documentation associated with proper budget execution procedures and processes;
- Analyzes financial reports generated by the financial system recommending adaptation of established procedures to eliminate problems or to improve previously established processes;
- Reviews and recommends reconciliation actions for financial transactions within the automated financial systems;
- Analyzes existing financial management policies to determine best practices, procedures and reporting methodologies leading to enhanced financial management policies;
- Establishes and maintains accounts and records;
- Prepares and oversees financial reports for various agencies including the Board of Contract & Supply, the Board of Estimate & Apportionment, as well as for capital improvements and bid specifications, etc;
- Prepares all grant reporting and budgeting;
- Prepares department annual budget and budget estimates;
- 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;
- Instructs lower-level 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;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the modern principles and practices of budget control, including cost analysis, monitoring and forecasting fund expenditures;
- Good knowledge of the department'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 or equivalent graduate degree and one (1) year of fulltime paid experience involving financial data analyses, preparing financial management reports and statements, utilizing financial automated systems to extract data and provide reports, and reviewing financial management policies, practices, techniques and procedures; **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 and two (2) years of fulltime paid experience involving financial data analyses, preparing financial management reports and statements, utilizing financial automated systems to extract data and provide reports, and reviewing financial management policies, practices, techniques and procedures; **OR**

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