

Jurisdiction: Oneida/Herkimer
Solid Waste Management Authority
Jurisdictional Class: Exempt
Revised: 3/29/95

AUTHORITY COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: This professional position exists in the Administration office of the Oneida-Herkimer Solid Waste Management Authority. This position is responsible for performing financial decision making including investment of all operating revenues and bond proceeds. The position also involves responsibility for all accounting and analytical decisions in regards to the Authority's operation. Responsibilities include establishment and oversight of all financial controls, the negotiation of employee contracts and the procurement of insurance coverage for all Authority operations and facilities. The Comptroller deals directly with the Board of Directors on all financial policy decisions. Daily work is performed under the general direction of the Executive Director, The Comptroller exercises independent judgement in the execution of the work. Supervision is exercised over accounting staff for such functions as accounts payable, purchasing and payroll. The Comptroller is the Chief Fiscal Officer of the Authority.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Has charge of the collection, receipt, custody, deposit, investment and disbursement of all Authority revenues including funds procured through the issuance of indebtedness;

Procures appropriate insurance coverage for all Authority operations and facilities;

Submits to the Authority Board of Directors quarterly and annual financial reports including income statements and balance sheets for Authority operations;

Responsible for the development of an annual credit policy to be used by the Authority in dealing with solid waste haulers and municipalities utilizing Authority facilities, including reviewing and approving credit applications, payment terms and establishing credit limits;

Prepares and submits annual budget to Authority Board of Directors; and to Letter of Credit Bank, Trustee, members of State Legislature, and County officials;

Develops an investment policy that is used to determine appropriate investment options that will be utilized by the Authority;

Responsible for interviewing and hiring of personnel for the Accounting functions at each Authority facility;

Develops criteria for the purchase of computer hardware and software for the Authority's financial operation;

Negotiates contracts with employee unions and working management groups;

Oversees the Authority's purchasing, accounts payable, payroll and general ledger system. Includes developing policies with respect to the purchase of goods and services by the Authority;

Assists in negotiations for procurement of other services to be provided to the Authority;

Responsible for interviewing CPA firms to serve as the Authority's independent auditors;

continued..

TYPICAL WORK ACTIVITIES: Continued

Serves as a liaison with the legislatures of the two Counties in regards to the financial operations of the Authority including attendance at meetings to discuss Authority's finances;

Coordinates activity for the issuance of Authority indebtedness;

This includes negotiations with potential letter of credit banks, underwriters, trustee banks and remarketing agents;

Prepares annual financial report to be filed with the New York State Comptroller.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge of current principles and practices of business administration, accounting and budgeting; thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology procedures and equipment; thorough knowledge of business English; good knowledge of budgetary and financial management procedures and techniques; working knowledge of report preparation, budget preparation, projections and expenditure control; working knowledge of the organizational structure, goals, and objectives of the agency; working knowledge of local government structure, interdepartmental and interagency relationships; ability to plan, assign, and review the work of others; ability to understand and carry out complex oral and written instructions.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a master's degree in administrative management, hospital administration, business or public administration, municipal management, accounting, economics or municipal government and two (2) years of experience involving financial management of programs of public or private agencies, enterprises or businesses; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in one of the areas indicated in (A) above and three (3) years of experience involving financial management of programs of public or private agencies, enterprises, or businesses; **OR**
- C. An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.