



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT: DEPUTY DIRECTOR OF FINANCE

YATES COUNTY IS SEEKING APPLICANTS FOR *DEPUTY DIRECTOR OF FINANCE* TO FILL 1 VACANCY

Type of Appointment:	Permanent	Rate of Pay:	\$56,120 - \$63,136
Position Status:	Full Time – 40 hours		<i>dependent on experience</i>
Classification:	Non-Competitive (Pending Jurisdictional Classification)		
Location:	Yates County	Contract:	Non-Union, Salary Grade 4
Department:	Finance		
Vacancy:	1 position currently vacant	Exam Date:	Not Applicable
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to appointment.	Application Fee:	Not Applicable
Posted:	August 12, 2026	Application Deadline:	September 2, 2026

DEPUTY DIRECTOR OF FINANCE - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position under the general administrative supervision of the Director of Finance with a high level of independent judgment allowed in planning and carrying out the details of the work, and which involves responsibility for all functions of the Finance Office in the absence of the Director of Finance. The position is responsible for updating the financial systems within the Department. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Will possess the powers and perform the duties of the Director of Finance during the absence or inability of the Director to act;
- Keep records of revenues, appropriations, encumbrances and expenditures, and prescribe approved methods of accounting for County officers and administrative units;
- Performs and oversees the verification and accuracy of individual financial records including the verification of adequate fund balances in budget accounts;
- Maintains a wide variety of financial reports and records, including ledger and journal entries;
- Reconciles financial reports and records regarding Accounts Receivable with County departments;
- Maintain the funds of the County as prescribed by law and in accordance with the directives of the Director of Finance;
- Assist in the preparation of monthly financial reports of the revenues, expenses and balances of the County;
- Audit and maintain all claims and accruals that are lawful County charge;
- Assist in the management of recording and investment of cash;
- Administer and maintain the County's Occupancy Tax software and, provide reports to the Director as requested;
- Assist with the County sales tax program as required;
- Administer existing County fiscal/financial policies and create new policies as required;
- Maintain County's Fixed Assets inventory records and data;
- Maintains the records of cash deposits and fiscal records of all County departments;
- Furnish reports and data to County Treasurer regarding tax collections as needed;
- Review and analyze departmental budgets, identifying variances and recommending necessary corrective action as needed, including budget transfers;
- Furnish reports and data as needed or requested by the Director of Finance for all County departments;
- Assists Director in performance of duties of all departmental positions in case of absence or vacancy;
- Performs and oversees the verification and accuracy of individual financial records including the verification of adequate fund balances in budget accounts;
- Performs other duties as assigned.

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

Good knowledge of current general and governmental principles, practices, and terminology of accounting, financial administration and budgeting;

Thorough knowledge of office terminology, procedures, and equipment;

Ability to plan and supervise the work of others;

Ability to communicate effectively orally and in writing;
Ability to operate a personal computer including use of word processing and spreadsheets;
Ability to develop training protocols for Deputy Typical Activities as necessary;
Ability to establish and maintain cooperative relations with others;
Ability to maintain confidentiality where required;
Ability to perform close detail work involving considerable visual effort and strain;
Honest, courteous and tactful;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree in accounting, business or public administration, finance or related field; AND five (5) years of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- b) Possession of Associate's degree in accounting, business administration or related field; AND seven (7) years of experience as outlined in (a); OR
- c) Possession of High School Diploma; AND ten (10) years of experience as outlined in (a).

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**