

NOTICE OF ANTICIPATED VACANCY

WARREN COUNTY COMMISSIONER OF FINANCE

(Reissued 10/05/2026)

Warren County is seeking applications from experienced financial management professionals for the newly created full-time position of Commissioner of Finance.

The Commissioner of Finance serves as the Department Head for the Warren County Department of Finance and is responsible for planning, directing and overseeing the County's fiscal management functions.

Responsibilities include countywide accounting, financial reporting, budgeting, payroll, cash management, investments, debt administration, capital projects, fiscal policy, occupancy tax and other fiscal functions authorized by the Board of Supervisors. The Commissioner serves as a key financial advisor to County government and reports to and is accountable to the Warren County Board of Supervisors. *(A full job description is attached.)*

Qualifications: The successful candidate will possess a master's degree from an accredited college or university in accounting, finance, economics, business administration, public administration, or a closely related field, be licensed in the State of New York as a Certified Public Accountant, and have five (5) years of professional experience in governmental finance, municipal accounting, budgeting, auditing, financial management, or a related field, including supervisory or administrative experience. The Board of Supervisors may waive or modify the education requirement upon finding that a candidate possesses equivalent experience and qualifications sufficient to perform the duties of the position.

Term: The Commissioner of Finance is appointed by the Warren County Board of Supervisors and serves for a term consistent with the term of the Board of Supervisors.

Residency: Warren County residency is required at the time of appointment and throughout the term of appointment.

Salary: \$135,000 - \$150,000 or commensurate with experience pending board approval.

Interested candidates should submit a cover letter, resume and county application to:

Jackie Figueroa, Director of Human Resources
Warren County Municipal Center, 1340 State Route 9, Lake George, NY 12845
figueroaj@warrencountyny.gov

Applications will be reviewed on a rolling basis until the position is filled and can be found by clicking [here](#).

Warren County is an Equal Opportunity Employer.

COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: The Commissioner of Finance is responsible for planning, developing, organizing, directing and overseeing the fiscal management functions and services of the Department of Finance within the County of Warren. Areas of responsibility include countywide accounting, financial reporting, budgeting, payroll, cash management, investments, debt administration, capital projects, fiscal policy, grant management, occupancy tax and other administrative fiscal functions authorized by the Board of Supervisors. The Commissioner of Finance serves as the Department Head and reports to and is accountable to the Warren County Board of Supervisors. The Commissioner shall not be under the supervision, control or direction of the County Treasurer and shall exercise the powers and duties assigned by local law without diminishing or interfering with the statutory powers, duties or independent functions of the County Treasurer. Wide latitude and independent judgment are allowed in carrying out the mission of the Department. Supervision is exercised over the Department of Finance and employees assigned thereto. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides administrative and fiscal management services to County departments, offices and agencies as authorized by the Board of Supervisors;

Plans, organizes, directs and oversees the operations of the Department of Finance, including assigning duties, establishing work procedures and supervising the performance of Department employees;

Oversees County accounting functions and administers countywide accounting systems and financial processes, including banking, account reconciliations, accounts payable, accounts receivable, inter-fund billings, capital asset reporting and the recording of revenues, expenditures, assets, liabilities and fund balances;

Prepares and oversees the preparation of interim and annual financial reports and financial statements; develops monthly, quarterly and annual financial reports for the Board of Supervisors, County Administrator and County Treasurer; and coordinates with external auditors;

Provides fiscal support for grant management and assists the Budget Officer with the development and implementation of the annual County budget, including analysis of departmental budget requests and periodic budget status reporting;

Administers and supervises the County payroll system, including the preparation, processing, certification and disbursement of payroll for County officers and employees in accordance with applicable laws, collective bargaining agreements and policies;

Provides administrative oversight and policy direction concerning the County's investment program, cash management practices and related financial activities, subject to the statutory powers and duties of the County Treasurer;

Administers the County's debt program, including the planning, issuance, sale, delivery, recordkeeping, continuing administration and retirement of bonds, notes and other evidences of indebtedness, and coordinates with the County Treasurer, bond counsel, financial advisors and the Board of Supervisors;

Proposes, administers and monitors County fiscal policies and financial management practices relating to budgeting, accounting, cash management, investments, debt administration, internal controls and financial reporting;

Oversees the financial status of capital projects, provides fiscal analysis and budgetary oversight of the County's capital improvement program, and recommends measures to promote efficient and fiscally responsible administration;

Provides financial analysis and recommendations concerning the County's cash management and fund balance strategies;

Administers the County's Occupancy Tax program and serves as the County's Occupancy Tax Enforcement Officer as provided by the County's adopted Occupancy Tax Law;

Administers the County sales tax program, subject to applicable statutory authority and the respective powers and duties of the County Treasurer;

Requires County officers and Department Heads to furnish inventories of supplies and equipment on hand and necessary purchases contracted for or contemplated;

Coordinates with County departments, officers, boards and employees to obtain records, data, reports, contracts, financial information and other information necessary to perform the functions of the Department and provides access to County financial systems, databases and related applications as authorized;

Performs such other related duties as assigned by the Board of Supervisors or set forth in the Local Law establishing the Department of Finance.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern and progressive principles and practices of governmental finance, accounting and financial management;

Thorough knowledge of municipal accounting, budgeting, financial reporting, cash management, investments and debt administration;

Thorough knowledge of governmental financial systems, internal controls and financial management practices;

Thorough knowledge of applicable federal, state and local laws, rules and regulations relating to governmental finance and accounting;

Good knowledge of County operations, functions and organizational structure;

Good knowledge of principles and practices of public administration and fiscal policy;

Ability to plan, organize and direct complex financial and administrative functions;

Ability to analyze financial information, identify fiscal issues and develop sound recommendations;

Ability to develop, interpret and communicate financial reports, budgets and financial information;

Ability to plan and supervise the work of others;

Ability to establish and maintain effective working relationships with public officials, department heads, employees, professional advisors, governmental agencies and the public;

Ability to communicate effectively, both orally and in writing;

Ability to exercise sound judgment and discretion in matters involving significant financial and administrative responsibilities;

Ability to establish and maintain effective internal controls and financial procedures;

Ability to analyze and resolve complex financial and administrative problems;

Sound judgment, initiative, resourcefulness, tact and integrity.

MINIMUM QUALIFICATIONS:

- A) Master's Degree from an accredited college or university in accounting, finance, economics, business administration, public administration, or a closely related field; and
- B) Licensed as a New York State Certified Public Accountant ("CPA"); and
- C) Five (5) years of professional experience in governmental finance, municipal accounting, budgeting, auditing, financial management, or a related field, including supervisory or administrative experience.

NOTE: Preference may be given to candidates possessing a professional certification such as Certified Government Financial Manager (CGFM), or other recognized financial management credential. The Board of Supervisors may waive or modify the education requirements upon finding that a candidate possesses equivalent experience and qualifications sufficient to perform the duties of the Commissioner of Finance.

ADDITIONAL INFORMATION: The Commissioner of Finance shall be appointed by the Warren County Board of Supervisors and shall serve a term consistent with the term of the Board of Supervisors. The Commissioner of Finance shall reside within Warren County upon appointment and during the term of appointment. The Commissioner of Finance shall report to and be accountable only to the Board of Supervisors and shall not be under the supervision, control or direction of the County Treasurer. The position is responsible for administering the functions of the Department of Finance while preserving the statutory powers and duties of the County Treasurer.

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.