

CHIEF FINANCIAL OFFICER
(New York County District Attorney)

General Statement of Duties and Responsibilities

This is an executive management class of position.

Under the executive direction of the District Attorney and/or the Chief Assistant District Attorney, with full latitude for independent initiative and decision, exercises policy and administrative responsibility for all aspects of the District Attorney Office of New York County operating budget. The Chief Financial Officer will lead the ongoing development of strategies to achieve long-term fiscal stability, accountability, and transparency while addressing the agency's operational needs.

Examples of Typical Tasks

Directly provides leadership, direction and management of the fiscal, budget and compliance, and procurement and contract administration departments.

Participates in the formulation and implementation of policies and procedures used in the assessment of the District Attorney Office of New York County budget and programs.

Provides strategic recommendations, and long-term business and financial planning to the District Attorney and members of the executive management team.

Performs related duties at the request of the District Attorney or designee.

CHIEF FINANCIAL OFFICER
(New York County District Attorney) (continued)

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, and two years of satisfactory full-time professional experience in working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; labor market research, economic planning, or fiscal management; 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative, or supervisory experience, as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the non-competitive class.