



**Commissioner of Finance**  
**Dutchess County Department of Finance**  
Salary Range: \$123,000 – 140,000

**DISTINGUISHING FEATURES OF THE CLASS:**

Under the direction of the County Executive, the Commissioner of Finance is responsible for the administration of the financial affairs of the County as well as the operation of the data processing unit. Responsible for the development of major financial policies of the County. The position includes direct supervision of a large number of staff.

**TYPICAL WORK ACTIVITIES:**

1. Formulates policies of the County regarding financial transactions and revenue collecting;
2. Directs staff in the collection of taxes and other revenue due the County;
3. Directs the custody and safekeeping of all funds and securities of the County;
4. Directs all County investments and maintains and reconciles all cash accounts;
5. Directs the amount of securities held by banks designated by the County Legislature;
6. Directs the legal disbursements of County funds in accordance with established procedures;
7. Submits yearly financial statements detailing the County's assets, liabilities, and financial condition;
8. Maintains close personal contacts with town and village officials in the assessment and collection of tax revenues;
9. Oversees the Office of Real Property Tax and all sales of foreclosed properties;
10. Works directly with the County Executive and County Legislature;
11. Works with financial advisors and bond counsel on bond issuances and other financing as required.

**MINIMUM QUALIFICATIONS:**

- EITHER:** (A) Master's degree in accounting, business, public administration or a closely related field, plus five (5) years of accounting experience, two (2) of which must have been in a supervisory or administrative capacity; OR  
Master's degree in accounting, business, public administration or a closely related field, plus (3) years of governmental accounting experience, two (2) of which must have been in a supervisory or administrative capacity;
- OR:** (B) Bachelor's degree in accounting, business, public administration, or a closely related field, plus seven (7) years of accounting experience, three (3) of which must have been in a supervisory or administrative capacity; OR  
Bachelor's degree in accounting, business, public administration, or a closely related field, plus five (5) years of governmental accounting experience, three (3) of which must have been in a supervisory or administrative capacity;
- OR:** (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

**NOTE:** Your degree or college credit 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.

**SPECIAL REQUIREMENTS:** Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

**Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs)

Recruitment will be posted until 3/27/2026