



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** 26-034 **POSTING DATE\*:** FROM: 4/17/26 **TO:** until filled

**JOB TITLE:** Manager of Economic Development Finance (Pending\*)

**2026 RATE OF PAY:** \$112,941/yr

**LOCATION:** Ontario County Economic Development Department

**\*NOTE:** Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

**QUALIFICATIONS:** County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree in Accounting, Finance, Business Administration, or other directly related field specifically structured to prepare individuals for work involving accounting (such degrees must include or be supplemented by 18 semester credit hours in accounting) AND five (5) years of full-time paid work experience, or its part-time equivalent, of finance managerial experience in governmental accounting, two (2) years of which must have been in a full supervisory or managerial capacity.

**SUBSTITUTION - EXPERIENCE:**

1. Additional education as specified above beyond a Bachelor's Degree in Accounting, Finance, or Business Administration may be substituted on the basis of thirty (30) credit hours being equal to one (1) year of experience up to a maximum of two (2) years total. OR
2. Possession of a CPA, CMA, MBA or MPA Degree can be substituted for one (1) year of the required five years' experience.

**SPECIAL NOTE: EDUCATION:** 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.

**APPLICATION DEADLINE / LAST FILING DATE\*:** until filled

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

## MANAGER OF ECONOMIC DEVELOPMENT FINANCE

### QUALIFICATIONS:

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DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve responsibility for managing all fiscal activities, major fixed assets, bidding, and fiscal aspects of contracts for the Industrial Development Agency (IDA), Local Development Corporation (LDC), Economic Development Corporation (EDC), and the Economic Development Department. The position is also responsible for the preparation of financial reports required by Ontario County and the respective Board of Directors. The Manager communicates financial information to board members, county officials, federal and state agencies, regional businesses, industrial leaders, and other community stakeholders. This position oversees investments, Revolving Loan Fund activities, and related financial reporting. This work involves operational and strategic planning, financial analysis and close interaction with the Economic Developer. Work is performed under the direct supervision of the Economic Developer or other higher-level administrator with considerable leeway for the exercise of independent judgment. Supervision is exercised over clerical and financial personnel assigned to the Economic Development Department. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in the strategic planning and decision making regarding the overall fiscal planning and direction of the department and economic development organizations;

Serves as support and resources to the department head and finance staff in the review and analysis of department budgets, contracts, grants, and reimbursement of services;

Oversees and directs the administration of accounting, cash management, investment strategy, and supervises the employees involved in carrying out these fiscal activities ensuring compliance with all State and Federal Laws for economic development organizations;

MANAGER OF ECONOMIC DEVELOPMENT FINANCETYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Responsible for the financial integrity of the fiscal records of all economic development organizations, the department, and County funds and accounts, including capital projects of economic development organizations;

Works with consulting engineer, airport manager, fixed base operator, and other stakeholders to develop strategic business plans including revenue enhancements, cost savings, and risk reduction initiatives;

Administers FAA, NYS DOT, NYS Community Development Block Grants, and other Federal, State, and Local grants including required drawdowns and reporting;

Bids for high-value services, construction, and other capital projects, as appropriate, to ensure cost effectiveness and compliance with applicable requirements;

Assists in the development and administration of leases, contracts, and operating agreements to maximize revenue and minimize risk;

Reviews insurance certificates and implements risk management practices related to program and facility operations;

Maintains asset schedules and related financial records as appropriate;

Works with partner organizations and program entities to gather information and prepare reports to assist in the management of Ontario County's investment;

Assists with and/or participates in grant writing and funding applications for public and private sector grants;

Working with the treasurer, invests excess funds in compliance with investment policy including permissible investments and collateralization;

Prepares and maintains bank reconciliations on a timely basis;

Directs and assists in the preparation of various monthly, quarterly and annual financial statements and related reports and ensures their accuracy;

Reports to Boards of Directors on financial status, including invoices, cash flow, and operating results;

Attends and presents financial information at Board and committee meetings as required;

Maintains and updates the Policies and Procedures to reflect process improvements and changing regulations;

Prepares required regulatory and compliance reports, including those required by New York State and other oversight agencies;

Prepares variance analysis for companies with significant employment changes and reviews with staff;

Supports loan and financing activities, including participation in underwriting, monitoring, and servicing of Revolving Loan Funds (RLF);

Assists with collection and monitoring of outstanding loans and participates in loan committee activities as needed;

Assists public accounting firm as they perform annual audits of the economic development organizations;

Coordinates and provides information to State and Federal auditors as needed;

Implements process improvements suggested by public accountants, State and Federal auditors, Boards of Directors, board committees, and staff and makes changes required by legislation;

Prepares year-end IRS Form 1099s for independent contractors as appropriate;

Prepares project related compliance forms, documents, and reports, including ST60's and cost benefit analysis;

Supervises and provides guidance to assigned staff and may assist in staff training and development.

Safeguards all financial records and supporting documentation for the department and other economic development organizations and programs;

Provides reports and financial analysis to department leadership and affiliated organizations as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern accounting principles and practices as related to county government;

Thorough knowledge of investment instruments and policies and bidding procedures;

Familiarity with organization and functions of county government;

Ability to prepare and maintain accounting records and reports;

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MANAGER OF ECONOMIC DEVELOPMENT FINANCE

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:  
(Continued)

Resourcefulness in applying accounting procedures and practices to problems encountered in work;  
Ability to analyze accounting records and financial statements and to draw logical conclusions;  
Ability to interpret and implement accounting principles and understand their effect on financial records;  
Ability to work closely with coworkers, other county departments, government agencies, contractors and private sector individuals to assist with problems and provide information;  
Ability to establish and maintain close working relationships with a diverse group of individuals based on consistent, fair and ethical treatment;  
Ability to effectively communicate in English both orally and in writing;  
Good accounting judgment;  
Entrepreneurial skills such as identifying and pursuing funding sources, revenue maximization and cost control;  
Physical condition commensurate with the demands of the position.

APPROVED: MAY 10, 2006

REVISED: 4/13/26

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTION: COUNTY

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES