

BOOKKEEPER/SECRETARY TO INDUSTRIAL DEVELOPMENT AGENCY

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing bookkeeping, secretarial, and clerical duties in support of the functions and duties performed by the County of Sullivan Industrial Agency (IDA) created pursuant to the provisions of section 906 of the General Municipal Law. Duties include double entry bookkeeping, transcription of recordings or notes of meetings and general clerical duties. Work is performed under general supervision with detailed instructions regarding objectives in each new assignment.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Maintains a system of double entry bookkeeping with a complete ledger of accounts for the IDA;

Keeps ledger and journal accounts, take trial balances and reconciles bank statements and accounts;

Posts to journal or ledger accounts from original entry media;

Maintains banking account balances or records and reconciles bank statements, accounting records,

the revolving loan fund, checking and escrow accounts;

Processes, sorts, indexes, records, and files a variety of correspondence, records, bills and receipts;

Assists with compiling data for financial and statistical records and reports;

Assists in the preparation and maintenance of the IDA operating budget;

Creates and maintains a variety of spreadsheet records relating to the activities of the Industrial

Development Agency;

Prepares rental invoices and calculates schedules relating to rental payments;

Operates word processing, spreadsheets, and database applications using programs in Microsoft

Windows;

BOOKKEEPER/SECRETARY TO INDUSTRIAL DEVELOPMENT AGENCY**Page 2**

Types correspondence, legal documents, statistical reports and performs secretarial duties for the IDA;

Transcribes tapes of IDA meetings;

Organizes and maintains files relating to activities of the IDA;

Opens and distributes mail;

Answers inquiries and provides information to clients and/or the public.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the principles and practices of accounting and bookkeeping; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of double entry bookkeeping; ability to perform common office record keeping tasks, including collation of data, scheduling, maintaining record systems and running balances; ability to complete tables using totals, subtotals, averages, and percentages; ability to comprehend detailed oral and written instructions; a high degree of accuracy; ability to operate a personal computer using applications in Microsoft Windows; ability, during the probationary period, to acquire proficiency in the use of personal computer application programs used by the IDA, including WordPerfect ©, Quattro Pro ©, and Paradox ©; initiative and resourcefulness; and dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree in Business Administration, Accounting, or a related field, and one (1) year of experience in the compilation and maintenance of financial accounts and reports; or

BOOKKEEPER/SECRETARY TO INDUSTRIAL DEVELOPMENT AGENCY**Page 3**

- (B) Three (3) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASPLAN\Bookkeeper-Secretary to Industrial Development Agency.doc

Last Reviewed: October 25, 1995

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 6/21/0

Revised and Replaced in Classplan: 12/28/2022

Revised and Replaced in Classplan: 10/28/2024 (Edu)