

BUDGET/ACCOUNTING COORDINATOR – MUNICIPALITY 246-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves working in a variety of functional areas in a municipality, including budget, accounting, auditing and payroll functions. The incumbent will work closely with various departments and will make recommendations on the various aspects of budget and office administration. The work is performed under general supervision of the Town/Village Board or Town Supervisor, whichever is applicable, with considerable leeway for carrying out job responsibilities within established policies and procedures. Supervision may be exercised over subordinate fiscal support staff.

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 records with respect to use of appropriations, allotments, transfers of funds and other

budgetary transactions in accordance with Federal, State and local requirements;

Confers with departmental officials and employees to assist in the preparation of their budget;

Prepares tentative budget, including all supporting schedules and projected tax rates;

Participates in the final review of requested departmental budgets, attends public hearings and answers questions from the public;

Prepares monthly Revenue and Expense Reports for the municipality;

Prepares 1099 Tax Forms at year end for all outside contractors paid by vouchers;

Randomly reviews vouchers to insure all policies have been followed;

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

Processes payroll, issues checks and reviews and distributes deduction reports;

Maintains employee payroll files to insure all necessary forms are authorized and current;

Prepares and reports quarterly and annual reports, Federal and State Reports as well as W-2's for all employees;

Prepares monthly projection of cash needed and cash available for investments;

Maintains written agreements with the banks and insures that sufficient pledge securities are maintained;

Attends Board meetings, as needed;

Provides supervision and direction to staff assigned to the fiscal department;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other duties, as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles of public administration and municipal budgeting; thorough knowledge of accounting and auditing principles; good knowledge of bookkeeping methods and principles; good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment, including personal computer based office management programs for word processing, spreadsheets and data base management; ability to prepare and analyze financial statements and annual reports; ability to secure and develop cooperating working relationships with department heads, personnel, governmental agencies and general public; ability to present oral and written comments and recommendations clearly and concisely; integrity; and initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master’s Degree in Public Administration, Business Administration, Accounting or Finance and two (2) years of experience involving the maintenance of a double entry accounting system, including budget preparation and/or analysis of financial reports; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree in Public Administration, Business Administration, Accounting or Finance and four (4) 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.