BUDGET CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Deputy Budget Director and Associate Budget Director, performs a wide variety of tasks, of varying complexity, providing clerical/office support to the professional staff of the Budget Office. The incumbent in this class participates in and has responsibility for the maintenance of the Budget Office records and files as well as providing clerical assistance specific to the preparation and monitoring of the budget. Independent judgement is exercised when routine matters or clearly defined policies are involved. Supervision may be exercised over a small clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the maintenance of budget records and files providing information to authorized personnel;

Maintains accurate records and updates the automated system with all recertifications of existing positions and certifications of all new positions;

Provides information to staff in Personnel and Finance on position control and other budgetary aspects of the Human Resource system;

Provides clerical support for the professional staff including the maintenance of an automated budget system and generating reports, as requested;

Compiles, checks and edits figures on an automated system in support of the analysis of budget data as directed;

Tracks budget allocations and spending reports making necessary computations to obtain preliminary and final request analyses, including the computation of sub-totals and totals by budget classification;

Prepares budget reports, correspondence and other reports as directed;

May coordinate and ensure the completion of work of other clerical staff;

Operates automated equipment programmed with budget process information, statistical and financial data;

Prepares and submits requisitions, direct orders, vouchers, corrects and reconciles accounts as required for the budget department;

Prepares and maintains budget records and files;

Prepares and inputs departmental budget under the direction of professional staff;

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 incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern office practices, equipment, procedures and terminology; good knowledge of business English; familiarity with the mechanics (general) of the budget process in Westchester County; ability to perform arithmetic computations; ability to plan and direct the work of others; ability to follow complex oral and written material; ability to operate word processing equipment; ability to deal effectively with others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; thoroughness; accuracy; good judgement; dependability; tact; courtesy; initiative; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a.) four (4) years of clerical experience, at least one (1) of which must have had a primary focus on budgetary or financial record keeping within an automated accounting system; or (b.) a Bachelor's degree in accounting or a closely related field which must have included at least twelve (12) credits in accounting.

SUBSTITUTION: satisfactory completion of 30 credits at a recognized college or business school may be substituted for each year of the general clerical experience as stated in above, but exclusive of the specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.