

SENIOR BUDGET CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this position is responsible for checking, confirming and preparing all departmental requests for appropriations and changes in the allocation of budgeted funds in the personal services budget, other than personal services (OTPS) budget, and Capital budget. This involves performing difficult account keeping procedures within complex automated financial systems in order to reconcile various accounts, audit records, review automated transactions, and prepare activity reports. Work is performed under established procedures with considerable leeway allowed for independent action. Technical advice and assistance is provided to departmental personnel regarding the status and maintenance of budgetary records and accounts. This position differs from Budget Clerk in so far as the work is of a more complex nature and is performed with considerable independence, subject to general instructions and outline of procedures. Supervision is not a regular responsibility of this position, although incumbent may serve in a lead capacity in training new clerical personnel in procedures related to the Budget process. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides staff support in the Budgetary Preparatory cycle, compiling data on position counts, salaries and preparing spreadsheets for both the Operating and Capital Budgets;

Maintains accurate records and updates the automated system with all re-certifications 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;

Conducts regular audits and reconciliation of complex and extensive ledger and control accounts maintained on an automated system with multiple user access, complicated entries and varying reconciliation procedures;

Reviews and controls automated transactions on a daily basis to insure accurate processing of accounting and budgetary operations;

Prepares and submits vouchers as required, corrects and reconciles accounts;

Reviews and maintains account balances, cash receipts, disbursements and journal entries;

Advises departmental personnel of the status of accounts and recommends actions, such as account transfers, to meet anticipated contingencies;

Prepares activity reports, budget plans and related informational reports to communicate the status of daily activities and anticipated contingencies;

Maintains complex filing systems, billing systems, cost studies and other related activities to the collection of fees or reimbursement of services;

May direct, train, evaluate and assist subordinate clerical personnel;

Checks personnel salary changes for conformance with salary policy;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Reports to supervisors the status of, and problems involved with, current activities, and participates in the planning and formulation of solutions to improve upon procedures or alleviate operating problems;

Examines records and analyzes requests for additional appropriations, allocation changes, appropriation changes, transfers, overtime approvals, promotions, and special rates;

Carries out the detail of special studies, such as computing and reconciling bond amortization, interest and combined totals from available records in Finance and Budget Departments, proceedings of the Board of Legislators, bond circulars, etc., resulting in cumulative debt service statistics;

Performs research according to assigned procedures and instructions such as that required in computing the capital investment, current debt, operating and maintenance costs relating to Capital projects, Operating and Capital Budgets;

Computes, tabulates and charts statistical and financial data involving the computation of percentages, sub-totals, moving totals, etc., related to the monthly Operating and Capital budget progress statistics and projection, special budget analysis assignments, etc.;

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: Good knowledge of modern account keeping principles and procedures; good knowledge of automated accounting systems used in accounting systems used in maintaining financial records; good knowledge of the mechanics of the budget process; good knowledge of the County organization as to the various departmental divisions and sub-divisions; good knowledge of the processes involved in the preparation and approval of the budget allocations and allocation changes, as well as of the policies governing salary changes; ability to follow complex instructions; ability to be attentive to considerable detail; ability to compute percentages, cumulative totals, averages and summary statistics as are required in carrying out the detail of budget preparation and operations; ability to carry out complex oral or written instructions; ability to be discreet in handling confidential information; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; poise in dealing with public officials; tact in dealing with departmental personnel; resourcefulness in reconciling data and working out computational and procedural problems; initiative in carrying work through to completion; neat personal appearance; thoroughness; accuracy; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) five years of clerical experience, three of which must have involved budgetary or financial record keeping within an automated accounting system or (b) a Bachelor's degree in accounting or closely related field, and one year of specialized experience as described in (a).

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted for each year of the above stated clerical experience exclusive of the specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.