

SENIOR OFFICE ASSISTANT - COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class performs a variety of complex financial and clerical recordkeeping processes for the Municipal Comptroller's office. This position requires skills in the operation of a computer using various software applications to compile financial and statistical information, prepare general reports, and set up and maintain records and filing systems. The incumbent also assists in processing payroll and employee benefit reports, and maintains related records. The Senior Office Assistant - Comptroller is a responsible administrative support position involving contact with the public and municipal employees. Work is performed under established procedures with considerable leeway allowed for independent action. Supervision may be a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and checks payrolls for the municipality;

Prepares payroll vouchers;

Produces payroll reports required by Federal, State, and local agencies;

Prepares Federal and State tax withholding reports including W-2 and W-3;

Prepares monthly payment reports for benefit programs (i.e. health insurance, dental insurance);

Prepares Medicare reimbursement reports and payments for active and retired employees;

May prepare and process workers compensation forms from initial incident reporting through periodic reports to Workers Compensation Board and return to work;

Prepares reports for pension fund activity;

Answers inquiries from Department of Labor, Retirement System and Health Insurance carrier;

May also perform tasks involving the collection of monies and rents and issuing permits for the Town or Village;

Uses computer applications in order to meet the financial needs of the office (i.e., enters departmental budget requests, enters departmental expense and revenue data against appropriate accounts in the budget, receives, verifies and posts tax revenues, etc.);

Enters data for detailed statistical reports, (i.e., annual budget, schedules of indebtedness and debt redemptions, etc.);

Enters data into computerized programs using internally stored systems and procedures;

EXAMPLES OF WORK: (Illustrative Only) (continued)

May oversee the work of others and trains other personnel on proper use of municipal financial software packages to ensure proper input of data/information;

Prepares requisitions and maintains inventory of office forms and supplies;

Opens, sorts and distributes mail;

Answers telephone calls and either independently handles requests for information or routes call to appropriate staff;

May update municipal inventory using software packages;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office terminology, procedures, equipment, business arithmetic and business English; good knowledge of modern methods of keeping and checking financial records; good knowledge of employee benefit plans; familiarity with financial and/or text software packages (i.e., Lotus, Excel, Microsoft Word, etc.); ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to prepare detailed statistical reports; ability to effectively use database software; ability to enter data, maintain records and to prepare reports; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to understand and carry out oral and written directions; ability to deal effectively with the public; tact; courtesy; accuracy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) five (5) years of general office/ clerical experience including at least three (3) years in a position where the primary function was financial recordkeeping or financial reporting using automated financial accounting systems such as MUNIS, MAS200 or AMS or spreadsheet software applications; or (b) graduation from a post high school secretarial or business school with a degree or certificate† in secretarial sciences, office technology or closely related field and three (3) years of work experience in a position where the primary function was financial recordkeeping or financial reporting using automated financial accounting systems or spreadsheet software applications; or (c) a Bachelor's Degree* in Accounting, Finance or a closely related field and one (1) year of general office/clerical experience.

SUBSTITUTION: Satisfactory completion of 30 college credits* towards a degree in Accounting, Finance or closely related field may be substituted on a year for year basis for each year of the automated financial recordkeeping experience described above, for a maximum of three (3) years. There is no substitution for the additional required years of general office/clerical 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.

†NOTE: A certificate program is defined as a minimum of 6-8 courses and results in the issuance of a certificate.

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