

STAFF ASSISTANT - FINANCE AND ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, an incumbent of this class is responsible for performing financial and administrative support functions to ensure efficient operations in a municipality, special district, or school district. Responsibility includes the implementation of policies and procedures which may involve the performance of complex clerical tasks, requiring the ability to work independently and apply good judgment. Supervision may be a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the maintenance of financial accounts;

Advises higher level administrator on status of accounts and recommends actions (i.e. fund transfers);

Reviews and approves requisitions, purchase orders, vouchers;

Maintains record of purchases;

Prepares and pays bills and submits electronic transfers for payment;

Posts entries for receipts and disbursements to budget accounts;

Reconciles bank statements with cash books;

Prepares monthly reports of all receipts and disbursements;

Compiles data for and assists in the preparation of annual budget;

Maintains personnel records and files;

Maintains employee attendance records and monitors leave time usage;

Prepares and submits required civil service paperwork to the Westchester County Department of Human Resources to ensure proper reporting of personnel;

Compiles data, statistics, and materials for reports;

Implements and carries out approved policies and procedures;

Plans flow of work;

Makes arrangements for needed repairs, equipment, supplies;

Responds to inquiries by phone or in person;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of assigned duties.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of modern office practices, procedures, equipment and terminology; ability to prepare written reports and statistical materials; good knowledge of methods, policies, procedures used to maintain financial records; good knowledge of accounting principles and practices; ability to perform mathematical calculations accurately; ability to maintain complex records and files; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to comprehend complex oral and written directions; ability to plan and organize work; ability to supervise the work of others; initiative; tact; good judgment; dependability; 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) six (6) years of experience where the primary function was financial recordkeeping; or (b) an Associate's Degree* and four (4) years of experience as described in (a); or (c) a Bachelor's Degree* and two (2) years of experience as described in (a).

SUBSTITUTION: A Bachelor's Degree* in Business Administration, Public Administration, Accounting, Finance or closely related field may be substituted for five (5) years of the work experience described in (a) above.

*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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns and Villages
School Districts
Special Districts
Cities of Rye and Peekskill
J. C.: Competitive
1h

Job Class Code: 0315/S983