

SECRETARY TO THE CONTROLLER – MCC

Code No. 4-05-207

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level secretarial position at the Monroe Community College's, Controller's Department. The work involves providing direct secretarial support to the Controller involving office management, scheduling, account reconciliation, student registrations and refunds, payroll administration, procurement of goods and services and cash management functions. Work also involves acting on the Controller's behalf on matters concerning administrative directives, policies and practices. General supervision may be exercised over a clerical staff. The employee reports directly to and works under general supervision from the Controller. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Performs complex tasks and assignments in matters requiring a thorough understanding of account reconciliation, student registrations and refunds, payroll administration, procurement of goods and services, and cash management;

Prepares on word processing and spreadsheet programs, the College's monthly financial statement narrative, indirect cost proposals, capital improvement reports and labor cost analysis;

Prepares monthly ledger entries for Executive Payroll Benefits for Controller's approval;

Transcribes internal and external correspondence for the Controller's approval;

Maintains the Controller's operations calendars including scheduling employee leaves, special assignments and meetings;

Schedules office staff work assignments and on/off campus training sessions, and supervises their activities;

Maintains the Controller's confidential compensation, staff, and financial records;

Assists the Controller in daily cash management duties including monitoring petty cash reconciliations;

Maintains office attendance records;

Reviews bi-weekly expenditures for compliance;

Serves as a member of the Controller's newsletter staff and organizes all articles for submission to the print shop.

Works with and transcribes correspondence for the offices of the President, Vice President, and other administrators in matters representing the Controller;

Serves as a member of the Controller's Committee, and represents the Controller at numerous College functions;

Maintains Financial Records System security codes for all College faculty and staff who have access to that system;

Inputs confidential employee benefits information into the College's Human Resources computerized system;

Serves as the Controller's representative as liaison to County and State in administration of the College's Capital Projects including monthly reconciliation;

Prepares payment request vouchers for State and County aid and Capital Project monies;

Prepares spreadsheets for analysis by the Controller;

Analyzes line item expenditure variance, and prepares report for the Controller;

Works with external auditors in preparing the audit calendar and audit confirmation letters,

Orders office supplies.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office practices, terminology and equipment; thorough knowledge of business mathematics and English; good knowledge of the organization and administration of controllership in a higher education environment; good knowledge of PC and Mainframe applications; ability to prepare complex forms, documents and reports; ability to compose correspondence; skill in accurately keyboarding at 40 words per minute; ability to understand and follow complex oral and written directions; ability to supervise, schedule and coordinate the work of others; ability to organize files and retain departmental reports, correspondence and papers; ability to deal effectively with College officials and the general public; courtesy; good judgment; tact; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent office clerical or secretarial experience in a business office environment; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science plus two (2) years of experience as defined in (A) above; OR,

- (C) Graduation from a two (2) year school of business, plus two (2) years of experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: College level training in liberal arts or a related field may be substituted on a year-for-year basis for up to two (2) years of the required work experience in option (A). There are no substitutions allowed for the minimum two (2) years work experience requirement.

Depending upon assignment, candidates for positions in Monroe County government must pass pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 5, 2000