

BUDGET OFFICER

Code No.: 6-02-010

EXEMPT*

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position which involves financial record keeping, budget preparation and accounts maintenance work for a town or village. This employee works under general supervision from the Town Supervisor with wide latitude allowed to exercise independent judgment in prioritizing work and establishing a record keeping system. Supervision of others is not a responsibility of this class. 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.):

Prepares the payrolls which includes issuing checks, depositing withholdings, posting amounts to ledgers, and distributing withholdings to the appropriate agencies;

Works with abstracts in issuing checks and posting entries to accounts;

Deposits checks and cash in proper accounts;

Balances ledger accounts each month;

Completes standard forms for Civil Service, retirement, State and Federal taxes, and medical coverage;

Compiles data and prepares financial reports and studies;

Balances all checking account statements;

Prepares preliminary budget data and formalizes final budget;

Researches and invests monies in interest-bearing accounts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and procedures of maintaining financial accounts and records; good knowledge of the principles and methods of bookkeeping; good knowledge of standard office procedures; ability to post to ledgers, journals and control records; ability to prepare financial and statistical reports; ability to balance accounts; ability to prepare payrolls; neatness in completing forms and keeping records; confidentiality in dealing with the town's records; thoroughness; good judgment; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a 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: June 19, 1987

*See Appendices