

ASSISTANT BUDGET TECHNICIAN

Code No. 4-01-012
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level staff position responsible for assisting with budget preparation and administration, including forecasting and associated accounting work for a county department, town, village or school district. The employee reports directly to and works under the general supervision of a budget or financial officer, or other higher level staff member. 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.)

Assists with revenue and expenditure trending and forecasting to assist in the development of the annual budget;

Assists with preparing budget overviews for management staff;

Assists with conducting studies and cost projections;

Assists with updating fixed asset information;

Prepares budget spreadsheets and assists in data collection;

Maintains ledgers and assists with reconciliation activities;

Maintains records relative to budget preparation and maintenance.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of municipal budget preparation, cost projections, revenue and expenditure trending; working knowledge of fixed inventory principles; ability to develop budget overviews; ability to assist with studies and cost projections; ability to assemble, analyze, and organize material into reports including spreadsheets and other records; ability to utilize financial software; ability to establish and maintain professional relationships; ability to communicate effectively orally and in writing; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Public Administration, Accounting, Economics, Finance, Mathematics, Statistics, or a closely related field; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience in accounting, budget activities or financial activities; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: January 8, 2009

REVISED: December 4, 2014