

BUDGET AND FINANCE CLERK

Tompkins County

Department: Comptroller/Finance
Classification: Competitive
Labor Grade: Confidential, Grade 60
Approved: 9/27/88 Board Res. #289
Revised: 5/12/91; 6/9/91; 3/93; 2/20
By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered two year college with an associates degree in accounting or Business Administration and 3 years of experience in accounting; **OR**
2. Graduation from high school or possession of a high school equivalency diploma and five years of full-time paid (or the equivalent part-time and/or volunteer) experience in accounting or account-keeping; **OR**
3. Any equivalent combination of training and experience as indicated by the limits of (a) and (b) above.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS: This is important office work

involving the frequent exercise of independent judgement in the Budget and Finance department. The work involves responsibility for personally handling administrative details in order to free the time of the supervisor of Budget and Finance for planning, policy-making, programming, and coordination. May require decision making as to what methods to be used and classification of records and accounts. Routine duties are performed in accordance with general directions regarding objectives policies and procedures. Also performs duties which require substantial time operating an alphanumeric keyboard such as a typewriter or personal computer. The incumbent works under general supervision and may supervise and train lower level clerical workers as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responsible for receiving and disbursing significant amounts of cash and checks daily governed by strict deadlines;

Responsible for depositing, transferring and accounting for significant amounts of cash and checks daily governed by strict deadlines;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;

Classifies receipts and expenditures and writes checks according to prescribed code;

Issues receipts for monies received;

Operates computer terminals, check writer, check signers, and other office machines;

Disburses bail funds according to a prescribed procedure;

Receives money from and issue receipts to delinquent taxpayers;

Provides backup and assistance to supervisor of budget and finance on cash flow analysis, and investments;

Processes, sorts, indexes, records, a variety of control records and reports;

Assists Supervisor of Budget and Finance with cash flow analysis, investment statements and financial reports;

Prepares more complex summary reports and checks for accuracy and completeness or supervises the preparation of weekly and monthly reports which are compiled into summary reports;

Types accounting and financial statements and reports on a personal computer;

Must possess excellent interpersonal skills to assist the public in person and on telephone with miscellaneous questions and information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of office terminology, procedures and methods;

Working knowledge of the principles and modern practices of account-keeping and budget control;

Working knowledge of LOTUS 123;

Working knowledge of modern office machines;

Working knowledge of federal ledger activities which include over 200 10-digit account numbers;

Ability to understand and carry out complex oral and written directions;

Ability to plan, assign and supervise the work of account keeping and clerical assistants;

Demonstrated ability to present oral and written comments and opinions clearly and concisely;

Demonstrated ability to secure the cooperation of others;

Demonstrated ability to deal effectively with the public;

Demonstrated ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;

Ability to operate an alphanumeric keyboard such as a typewriter or personal computer at an acceptable rate of speed;

Ability to perform close, detail work involving considerable visual effort and strain;

Good judgement in solving complex clerical and administrative problems;

Initiative and resourcefulness;

Tact and courtesy; integrity;

Physical commensurate with the demands of this position.

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