

FINANCIAL MANAGEMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the independent performance of responsible account-keeping procedures in maintaining and checking financial accounts and records. The incumbent in this position analyzes and monitors program funds, grants and expenditures; furnishes periodic financial reports; completes the payroll and other related personnel reports. The work requires decision making as to methods to be used and classification of records and accounts. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. The work is performed under the general supervision of a higher level administrative staff with leeway allowed or the use of independent judgment in carrying out details of the work. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies including payroll, budget tracking, accounts payable and receivable;

Prepares budgets for state and federal grants from RFP (Request for Funding Proposal) stage or CFA (Continued Funding Application) stage;

Prepares Financial Cost Reports (FCR's) and State Aid Vouchers with detailed expenditure breakdowns for State and Federal Agencies;

Managing and monitoring all grants (currently 10) through beginning and end stage;

Collects/Maintains all information regarding FEMA reimbursements for disaster relief, submits information according to FEMA's standards, retains documentation as required and handles meetings and reporting for all county departments as required;

Managing processes, documents, procedures and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices;

Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports;

Prepares a breakdown of payroll, vouchers and purchase orders to grants and creates monthly budgeting sheets to track balances.

Performs cost and budget analyses, financial forecasting feasibility studies and other accounting tasks to aid in program efficiency and effectiveness;

Aids with the budget preparation and application of grants by compiling and analyzing financial data;

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

Maintains and updates database/spreadsheet records on a personal computer;

Tracks, audits and monitors a variety of accounts;

Verifies adjustments are made to correct allocations and issues reports as required;

Prepares complex financial or statistical summary reports for agency use, or submission to State and Federal agencies;

Advises and consults with department head and other staff on current fiscal and reporting requirements and control of expenditures;

Coordinates purchases for a department, verifies funds are available from appropriate accounts, prepares requisitions and maintains list of qualified suppliers;

Ensures compliance and maintenance of records retention, storage, tracking and procedures of Federal and State Grant information;

Checks for accuracy of computations and completeness;

Prepares and process invoices, vouchers, payments and billing for appropriate accounts;

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Prepares in final format, financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various source material;
Prepares funds for deposit into accounts, reconciles accounts and prepares reports from information;
Operates a personal computer, peripheral equipment and other related office equipment;
Create and publish training flyers and course notifications for classes offered here;
Maintain social media platforms and post frequently;
Collect information to be included in the Department Newsletter from appropriate related sources and format accordingly, send and publish accordingly;
Manages facility rentals and reservation forms and payments;
May act as a personal secretary to an Administrator or Department Head.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software; good knowledge of modern office terminology, procedures, equipment and business English; ability to make complex arithmetic computations involving fractions, decimals and percentage accurately; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and strain; ability to pay close attention to details; accuracy; ability to communicate clearly and effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Possession of a Bachelor's Degree in accounting, business administration, math or related field AND one (1) year of full-time, paid experience in responsible financial record keeping duties;

OR:

- B. Possession of an Associate's Degree in accounting, business administration, math or related field AND three (3) years of full-time, paid experience in responsible financial record keeping duties;

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND five (5) years of full-time, paid experience in responsible financial record keeping duties;

OR:

- D. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND an equivalent combination of training and experience as defined by the limits of A and B above.

Part-time, paid experience will be prorated.

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SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT

Possession of a valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 9/15/08

Revised 10/27/16

Revised 9/13/2023, 4/26/24