

Jurisdiction: All Jurisdictions
Jurisdictional Class: Competitive
Adopted: 04/06/05
Revised: 09/15/10

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 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. This position differs from Financial Clerk in that the duties are more complex and represent a higher level of responsibility and independent judgment in the performance of work assignments. The position differs from that of Office Manager and Fiscal Manager in that the supervision of subordinate financial staff is not a responsibility of this position. The work is performed under general supervision and although the incumbent may train new or lower-level staff, daily 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;

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

Aids with the budget preparation by gathering account data and compiling figures for reports;

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;

Checks for accuracy of computations and completeness;

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

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;

Contacts clients, vendors or other agencies to obtain additional information;

Conducts financial orientation for new departmental employees, prepares travel authorizations, provides general information to the public regarding departmental programs and activities;

Provides information orally or in writing in response to inquiries;

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

Participates on interdepartmental administrative teams to develop and improve City-wide processes and procedures;

Performs related clerical duties as required;

Operates a personal computer, peripheral equipment and other related office equipment;

Trains lower level clerical employees as required.

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 concentration; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience, or its part-time paid or volunteer equivalent, maintaining financial accounts and records.

NOTE: Successfully completed coursework in accounting, business administration or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required work experience, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of full-time work experience.