

BUDGET OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This is highly difficult and responsible work requiring the ability and knowledge necessary in preparing and maintaining the municipal budget. The work requires ability to interpret and apply laws, rules, and regulations to accounting and financial transactions. The budget officer is responsible for the control of expenditures and revenues and receives general supervision. Supervision is exercised over subordinates.

TYPICAL WORK ACTIVITIES:

1. Has supervision and responsibility for the preparation of the annual municipal budget;
2. Maintains control accounts of each appropriation and allotment and of all revenues and receipts;
3. Prescribes the form of accounts and financial reports;
4. Prepares periodic statements of the financial condition of the municipality;
5. Confers with department heads regarding budget problems;
6. Assists in other financial procedures when necessary;
7. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern governmental budgetary and accounting principles, procedures and practices; good knowledge of town government; ability to evaluate financial records; ability to make difficult budget and accounting analysis; ability to present clear and concise financial reports; ability to get along well with others; resourcefulness in the solution of complex accounting and budgetary problems; good professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and specialization in accounting, business administration, or finance;
- OR: (B) Completion of sixty credit hours at a regionally accredited college or university and two years experience in the fields of accounting or business management which included work in the preparation and administration of budgets;
- OR: (C) Graduation from high school and four years experience in the fields of accounting and business management which shall have included work in the preparation and administration of budgets;
- OR: (D) Any combination of the above training and experience as indicated in A, B, and C.

NOTE: In towns where the duties of Budget Officer are performed by the elected Town Supervisor or an elected Town Board official, such experience shall be deemed comparable.

BS0102

ADOPTED: 01/24/74

REVISED: 02/11/04 01/01/06