

## **FINANCIAL ASSISTANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a position in the Buildings Division of the Department of Public Works responsible for providing basic financial tracking and analysis of expenses and contracts, along with overall budget support. The incumbent provides support to administrators in the form of gathered or compiled information and reports relating to both the operational and capital projects budgets. In addition, the position assists in basic account keeping activities. Work is performed under the general supervision of the administrative staff. Supervision of others is not a normal function of the position.

### **TYPICAL WORK ACTIVITIES:**

1. Assists in the management, analysis and tracking of capital projects by providing information and reports related to expenditures, cash flow and change orders;
2. Assists in the annual preparation of operational and capital projects budget by gathering information related to facilities, time and financial expenditures and other related information;
3. Uses the department's Facilities Asset Management Program to develop and maintain reports and tracking devices to improve financial and physical management of facilities and related equipment;
4. Tracks expenditures and billing process for buildings division to ensure conformance with approved operating budget;
5. Researches and analyzes financial and other data in preparation of quarterly, annual and special reports;
6. Establishes and maintains database of bid results to establish history of estimated costs in relationship to bids received;
7. Participates in year-end account closing process;
8. Assists in routine departmental billing process;
9. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of financial principles and practices; good knowledge of the principles and practices of governmental account keeping; ability to learn and use computerized data bases and associated equipment; ability to communicate, both orally and in writing; ability to establish working relationship with others; mathematical aptitude; initiative; accuracy; physical condition commensurate with the demands of the position.

**FINANCIAL ASSISTANT** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance, Economics, Business Administration or a closely related field;
- OR:            (B)     Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Finance, Economics, Business Administration or a closely related field AND two (2) years of work experience in bookkeeping, moderately complex account keeping, or financial analysis;
- OR:            (C)     Graduation from high school or possession of a high school equivalency diploma AND four (4) years of work experience as described in (B) above;
- OR:            (D)     An equivalent combination of training and experience as described in (A), (B) and (C) above.

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ADOPTED:    01/01/95