



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**Budget and Compliance
Coordinator**

DATE ADOPTED: 06/30/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and position responsible for providing administrative support to the Budget Office and the County's Corporate Compliance Plan. The incumbent reviews and prepares budget reports, requests and other materials to assist in the budget process. In support of the Corporate Compliance Committee and Chair, this position works to ensure compliance with the various laws, regulations, and standards for which the County is required to adhere. The work involves forecasting, computation and calculation of statistical and financial data, ensuring adherence to policies and procedures, assisting with formulating policy, training, reporting and solutions/corrective actions related to the corporate compliance plan. The position is responsible for proper verification of data, tracking and recordkeeping and identifying areas of noncompliance. Work is performed under the general direction of the County Executive's Office with a wide latitude allowed for the use of independent judgment. Direct supervision over the work of others is not normally a function of this position, although the incumbent may be responsible for leading and directing the work of others related to corporate compliance policies and procedures.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Performs budgetary administrative support functions including computing, tabulating and verifying statistical and financial data related to monthly budget progress statistics and projections and enters any budgetary changes into automated system;
2. Reviews personnel vacancy control forms, personnel salary changes and budget request figures for accuracy and may make adjustments as necessary in accordance with established policies;
3. Reviews appropriation requests, checking account balances and adherence to policies and procedures, and makes recommendations to the supervisor;
4. Extracts necessary financial information from adopted resolutions to initiate the appropriation and budgeting process;
5. Adjusts monthly balances and may figure percentage and variance of certain accounts and informs supervisor of irregular trends or discrepancies in accounts;
6. Answers inquiries from employees and public regarding non-technical aspects of budget;
7. May be involved in the researching and computation of financial data for special reports and projects;
8. Oversees the collection and maintenance of data related to the Dutchess County Corporate Compliance Program.
9. Assists the Compliance Committee in creating and maintaining policies, procedures and reports related to complaints, investigations and solutions/corrective actions.
10. Performs proper record keeping of complaints, reports, investigations, accounts, training, financial and statistical data, compliance records, processes and policies to ensure compliance with applicable Federal, State and local laws, rules, regulations and standards.
11. Assists the Compliance Committee with developing, implementing, maintaining, enforcing and tracking of the training program.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of budgeting principles, practices and procedures, good knowledge of business arithmetic and English; good knowledge of record keeping practices; working knowledge of online budgeting systems; working knowledge of the Dutchess County Corporate Compliance Plan regulations and requirements; ability to express oneself clearly and concisely both orally and in writing; ability to read, analyze, and interpret regulations, policies and procedures; ability to problem solve and propose solutions/corrective actions; ability to work in a deadline driven environment; ability to establish and maintain effective relationships with management, staff and vendors/contractors; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Bachelor's Degree in Business or Public Administration, Accounting, Finance, Healthcare, Legal Studies, or a closely related field and one (1) year of paid work experience at an administrative, managerial, or leadership level where the primary function of the position involved financial analysis, auditing and compliance. OR

(B) Associate's Degree in Business or Public Administration, Accounting, Finance, Healthcare, Legal Studies, or a closely related field and three (3) years of experience as defined in (A) above.

NOTE: Your degree or college credit 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.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: M/C	JURISDICTIONAL CLASSIFICATION: Competitive (Pending Jurisdictional Classification)
GRADE: CM	FLSA Code: OT Exempt
REVISION HISTORY:	