

## **CONFIDENTIAL ASSISTANT - FINANCIAL AFFAIRS**

**LOCATION:** Tioga Co. Treasurer's Office  
**CLASSIFICATION:** Exempt  
**SALARY:** Non-Union  
**ADOPTED:** Revised 5/06 (Reso 133-06); Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of technical tasks relating to the development and maintenance of the County budget. Assignments include budget surveys and analysis review of proposed work programs, statistical and financial analysis, and assisting in the development of new or improved budget techniques. The incumbent serves at the pleasure of the County Legislative Chair and the term of appointment for this position coincides with that of the Budget Officer. Work is performed under the general direction of the Budget Officer in accordance with established policies and procedures with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision may be exercised over the work of subordinate personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Assists in the preparation of the county-wide budget;
- Analyzes department's appropriation requests, grant budget requests, revenue estimates, plans and work programs;
- Assists in the preparation of the county-wide cost allocation plan and related indirect cost proposals;
- Assists in the development of coordinated plans for program and policy changes;
- Conducts studies and prepares reports or recommendations as directed;
- Recommends the development and revision of procedures, budget forms, and instructions for improving budget preparation;
- Analyzes departmental requests for transfer of funds, changes in departmental personnel and requisitions for purchase of equipment;
- Attends meetings as a representative of the County Budget Officer in a technical or advisory capacity.

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

Thorough knowledge of the principles, practices and terminology of general and governmental accounting; good knowledge of financial administration including budgeting and reporting; good knowledge of office terminology, practices and procedures; good knowledge of business arithmetic and English; good knowledge of statistical concepts and methods; ability to devise and maintain accounting systems; ability to prepare and analyze complex financial and statistical records, reports and statements; ability to prepare and present complex oral and written reports clearly and concisely; ability to operate a computer terminal; ability to perform close, detail work involving considerable visual effort and strain; accuracy, sound judgment; physical condition commensurate with the demands of the position.

### **PREFERRED QUALIFICATIONS (Either):**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in accounting, business or public administration, economics or a closely related field, including or supplemented by 18 semester credit hours in accounting, and two (2) years of full-time paid

## 2. Confidential Assistant – Financial Affairs

- accounting or auditing experience or its part-time equivalent involving the maintenance or auditing or double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports;  
**OR**
- (b) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree including or supplemented by 18 semester credit hours in accounting and four (4) years of full-time paid experience or its part-time equivalent as described in (a) above; **OR**
  - (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.