

Jurisdictional Class: Competitive
Adopted: April 26, 1991
Revised: November 1, 2018

CITY CHAMBERLAIN

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing the operations of the Finance Department and performing a variety of accounting and business management activities related to fiscal affairs of the City. The incumbent is responsible for all City funds, acts as budget controller, collects taxes, and oversees financial transactions, installation and maintenance of accounting systems, payroll procedures, purchasing, and the preparation of financial reports and analyses. The work is performed under the general direction of the Mayor and Common Council or their designee with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of Finance Department employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as custodian of all funds, monies, and securities, which are the property of the City or of its boards, commissions, offices, and departments, and deposits them in a designated bank;

Oversees general accounting duties such as maintaining general ledger, making journal entries, advising the Mayor and Common Council in regard to appropriate balances and fund transfer, taking trial balances, and reconciling bank statements and accounts;

Administers cash flow and investments program and prepares related fiscal reports;

Computes tax rates and oversees tax billing and collection procedures;

Oversees records of accounts payable and of current orders and contracts for City departments and agencies;

Oversees human resource, payroll, and related procedures for City departments and agencies;

Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;

Prepares a variety of tax, financial, and statistical reports and analyses to comply with State and Federal requirements and to provide pertinent information to the Mayor as a basis for decision making;

Participates in meetings and committees concerning equipment purchase, capital construction, and other expenditures, which have an impact on facility finances;

Provides financial planning for capital budgets and debts;

Supervises computation of depreciation of equipment, buildings, and other physical property and oversees related records;

Determines, on authority of the Common Council, the terms and conditions of municipal obligations and is responsible for payment;

Oversees preparation of claims or audits by the Common Council;

Prepares monthly status reports for Mayor and Common Council and periodically reports on status of budgetary appropriation to department heads and City officials;

Confers with and makes recommendations to the Budget Committee in preparation of annual budget;

Supervises Central Data Processing Department including computer programming and operation;

Oversees the risk management plan for the City;

Confers with City employees on retirement benefits, health insurance, disability insurance, human resource and related issues;

Prepares and issues periodic financial and statistical reports related to City finances and fiscal operations.

City Chamberlain

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and methods of general and governmental accounting;

Thorough knowledge of financial management and administration including budgeting and reporting;

Thorough knowledge of modern business administration practices and procedures;

Good knowledge of data processing systems capabilities and their application to financial transaction;

Good knowledge of modern office terminology, practices, and procedures;

Good knowledge of internal auditing methods;

Ability to deal effectively with the public;

Ability to devise, install, and maintains accounting, auditing, and payroll systems;

Ability to acquire familiarity with the laws, policies, regulations, practices, and functions of City departments and their financial affairs;

Ability to plan and supervise the work of others;

Ability to understand and carry out complex oral and written directions;

Ability to express oneself orally and in writing including formally speaking to groups.

MINIMUM QUALIFICATIONS: Either:

(a) Possession of a Master's Degree from a regionally accredited or New York State registered college or university in Business Administration, Economics, Accounting, Public Administration, or closely related field and two (2) years of experience overseeing the preparation of budget and financial reports which involved either general ledger, governmental taxation or governmental agency books; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Economics, Accounting, Public Administration, or closely related field and three (3) years of experience as outlined in (a) above; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.