

DEPARTMENT: NIAGARA COUNTY DEPARTMENT OF MENTAL HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 29, 2006

BUDGET CLERK – MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for developing and managing the department budgets. The work involves performing special budgetary studies requiring the computation, tabulation, and charting of statistical or financial data; data entry and document presentation; submission and fund allocations for departmental grant programs; and monitoring expenditures. Work is performed under the direct supervision of the Deputy Director. The incumbent may exercise supervision over subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Develops and manages the department budgets;
2. Ensures entry of data and preparation of documents for the submission of State, Federal and County budgets as well as other grants;
3. Prepares the fiscal documentation necessary for the submission of grant applications;
4. Allocates grant funds appropriately and accurately to department accounts;
5. Carries out the details of special studies, such as revenue trends and projections, county holding account, and budget forecast;
6. Computes, tabulates and charts statistical and financial data involving the computation of percentages, cumulative totals, averages and summary statistics related to monthly budget progress statistics and projects, special budget analysis assignments, etc.;
7. Compiles, checks and edits figures necessary for the analysis of state and federal funding and clinic revenue for proper revenue reporting;
8. Compiles, checks and balances expenditures necessary for the analysis of budget line balances;
9. Prepares charts and graphs on a personal computer for budget and on-going analysis;
10. Prepares documents for, and scheduling of, all audits being conducted by outside auditing entities including but not limited to: AHCF-1, CFR, Federal and County auditing firms;
11. Produces monthly financial statements to track all revenues and expenditures compared to the budgets;
12. Produces year-end county claims and related reports for all funding sources as needed;
13. Prepares year-end closeout of all budgets and budget lines;
14. May supervise subordinates when assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of budgeting principles, practices and procedures; good knowledge of the fiscal operations of county agencies; good knowledge of federal and state laws and policies concerning government expenditures; good knowledge of the grant application process and monitoring; good knowledge of business arithmetic; skills in utilizing a personal computer and software applications; ability to compute percentages, cumulative totals, averages and summary statistics for carrying out detailed budget preparation and operation; ability to type and operate a personal computer at an acceptable rate of speed; ability to carry out complex verbal and written instructions; ability to establish and maintain working relationships with others; ability to be discreet in routinely handling highly confidential information; ability to use common computer software applications including spreadsheets, word processing, financial software and databases; poise in dealing with public officials; tact in dealing with personnel; resourcefulness in reconciling data and working out computational and procedural problems; initiative in carrying work through to completion; neat professional appearance and demeanor; good judgment and integrity; physical condition commensurate with the demands of the position.

SUGGESTED PROMOTIONAL QUALIFICATIONS:

One (1) year of permanent competitive status as a Principal Audit Clerk, Principal Account Clerk or Account Clerical IV **or** two (2) years as an Account Clerical III in the Department of Mental Health

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma;

AND: **1.** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in accounting or related field which required ten (10) credit hours in math and/or computer science;

OR: **2.** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in accounting **and** two (2) years of satisfactory full-time paid related financial experience which included budget-related statistical and financial computations, analysis and record keeping;

OR: **3.** Four (4) years of satisfactory full-time paid related financial experience which included budget-related statistical and financial computations, analysis and record keeping.