

FINANCE ADMINISTRATOR
(WATER BOARD)

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Upper Mohawk Valley Regional Water Board, and involves responsibility for performing a variety of accounting and business management activities related to fiscal management of program components. The work is performed under general supervision of a higher-ranking supervisor, with leeway allowed for the exercise of independent judgement in carrying out technical details of the work. Supervision is exercised over the work of clerical assistants engaged in account keeping and billing activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs general accounting duties such as maintaining a general ledger, making journal entries, advising superiors in regard to appropriate balances and fund transfers, taking trial balances and reconciling bank statements and accounts;
Makes recommendations to supervisors concerning ways of reducing operating costs and increasing revenues based on changes in billing procedures, penalties and collection of arrears;
Oversees, prepares and issues periodic financial and statistical reports related to capital account project finances and other fiscal operation concerns with major projects;
Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;
Coordinates accounting functions with other Water Board departments;
Instructs and advises office employees on technical accounting and payroll practices and procedures;
Aides in organization and preparation of the annual budget, including estimation of revenues and appropriations;
Directs the preparation and auditing of vouchers;
Directs billing activities and computer functions;
Confers with superior on difficult or unusual problems where policy has not been previously determined;
Prepares a variety of records and reports related to the work;
May represent supervisors at meetings and in matters involving business administration with local public officials, business representatives and the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the principles and practices of general and governmental accounting and auditing; thorough knowledge of financial administration including billing, budgeting and related reporting; thorough knowledge of cost accounting systems and practices; thorough knowledge of methods used in keeping financial accounts and records; thorough knowledge of modern fiscal terminology, practices and procedures; ability to plan and supervise the work of others engaged in account record keeping activities; ability to deal effectively with the public; ability to analyze accounting records and financial statements; ability to prepare complex financial statements and reports; good judgement; resourcefulness; initiative.

continued...

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Master Degree in accounting, business administration, financial administration, economics or a closely related field, including or supplemented by at least 24 semester credit hours in accounting, **AND** two (2) years of full-time supervisory experience involving the maintenance of auditing of double entry books of a business, including the general ledger, or in maintenance of governmental agency books involving appropriation accounting and preparation of budget and financial reports; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor Degree in accounting, business administration, financial administration, economics or a closely related field, including or supplemented by 18 semester credit hours in accounting; **AND** four (4) years of experience, as outlined in (A) above; two (2) years of which must have been in a supervisory capacity; **OR**
- (C) Graduation from a regionally accredited or NYS registered college or university with an Associate Degree in accounting, business administration, financial administration, economics, or a closely related field, including or supplemented by at least 18 semester credit hours in accounting, **AND** six (6) years of experience, as outlined in (A) above; two (2) years of which must have been in a supervisory capacity; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.