

Jurisdiction: Schuyler County  
Jurisdictional Class: Exempt  
Adopted: November 17, 2003

## **BOOKKEEPER TO THE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for assisting the Town Supervisor by performing a variety of accounting or administrative duties. Work is performed under the direct supervision of the Town Supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintain the accounting and check writing system using a municipal accounting program for the Supervisor, which includes all revenues and disbursements for the Town Board, Town Clerk, Highway Department, Code Enforcement Officer, Town Justice, and the Municipal Sewer & Water Project;  
Prepare and maintain the municipal payroll system for the Supervisor covering all Town officials and employees, including fund transfers, withholding deposits, and State and Federal reports;  
Prepare Health Insurance reports;  
Prepare vouchers for audit by the Town Board and then prepare payments on behalf of the Supervisor for all departments within the Town;  
Assist the Town Supervisor in finding ways to optimize the Town's overall operation, from finding the best sources for purchasing supplies, services, and equipment to the distribution of municipal funds between checking and various interest bearing accounts;  
Attend training seminars, business meetings, and public meetings that affect the management and overall operation of the Town;  
Act as the "Group Leader" for the Town's Major Medical/Health Insurance Plan;  
Assist in yearly budget preparation process;  
Research, prepare, and submit grant applications that would help promote productivity and create cost effective solutions within the Town;  
Work with Town employees and officials to determine any necessary repairs or new construction that would enhance the efficient, cost effective, and safe operation of Town-owned properties.

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

Working knowledge of modern general and governmental accounting procedures;  
Working knowledge of town government functions;  
Working knowledge of budget process;  
Ability to use common word processing and spreadsheet software programs;  
Ability to communicate effectively both orally and in writing;  
Ability to establish and maintain effective working relationships with others;  
Organized;  
Physical condition commensurate with the demands of the position.

### **SUGGESTED QUALIFICATIONS: Either:**

- A. Graduation from a regionally accredited of New York State registered college with an Associate's degree in accounting, business administration, or a closely related field and two years accounting or business administration experience which must have been in a responsible administrative, managerial or supervisory capacity; or
- B. Four years of experience as defined in (A); or
- C. An equivalent combination of experience and education as described in (A) and (B) above.