

DATA AND BUDGET SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The Data and Budget Specialist works as a member of an interdisciplinary and multi-agency team, responsible for the administration and implementation of the Watershed Agricultural Program (WAP). The Data and Budget Specialist is primarily responsible for providing a complete, accurate and systematic accounting of all financial and informational data as it pertains to the Watershed Agricultural Program and maintenance of the WAP Best Management Practice (BMP) Database. Work shall be performed independently and professionally, coordinating with the SWCD Secretary / Treasurer, WAP Manager and cooperating agencies. The Data and Budget Specialist shall report directly to, and receive direction from the SWCD Executive Director. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares cumulative reconciliations for BMP funds received and expended; Prepares SWCD monthly budget requests for all planned BMP's and administrative expenses under the direction of the SWCD Executive Director; Maintains an extensive, accurate and complete database for planned and implemented Best Management Practices; Reviews all Landowner Contracts and Whole Farm Plan Summaries prior to presentation at the Watershed Agricultural Council meetings; Attends all Watershed Agricultural Council meetings; Presents Whole Farm Plan Summaries and Landowner Contracts for approval at the SWCD Board Meeting; Assists the WAP Manager with agency compliance for the BMP Procurement Procedure; Queries the database for information requested by the SWCD Executive Director; Prepares cumulative monthly budget summaries for the SWCD WAP Operations Budget; Prepares annual Form 1099-MISC reporting BMP payments to Watershed Agricultural Program Participants; Provides accounting assistance to the SWCD Secretary / Treasurer for all WAP related expenditures; Coordinates with and assists New York State, New York City and Watershed Agricultural Council auditors as requested by the SWCD Executive Director; Serves as an advisor to the self-directed work teams; Serves on SWCD internal audit committee; Prepares the annual SWCD WAP Operations Budget under the direction of the SWCD Executive Director; Provides assistance to the SWCD Secretary/Treasurer in the preparation of the SWCD Annual Budget; Reviews staff time sheets for accuracy and policy; Verifies and approves all invoices for BMP payment; Coordinates with the Technical Coordinator in the preparation of the Average Cost Tables for BMP's; Provides back-up assistance to the Administrative Aides; Assists SWCD Executive Director in the establishment, review and maintenance of SWCD policies and procedures; Prepares progress reports for the Self-Directed Work Teams.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge and understanding of accounting principles as they pertain to accounts receivable, accounts payable, financial statements, budget control and payroll. Good knowledge in the preparation of state and federal payroll tax reports including Forms W-2 and 1099. Good knowledge of computer software sufficient to complete complex projects and create reports; Good knowledge of spreadsheets, databases, word processing and accounting software. (i.e. WordPerfect, Microsoft Word, Excel, Access and accounting software). Good knowledge of the federal and state (New York) income tax laws as they pertain to agriculture and conservation practices. Working knowledge of agriculture and conservation in Delaware County. Working knowledge of the functions of local, state and federal agencies. Ability to maintain a professional, cooperative working relationship with all agency and interagency staff. Ability to work independently, manage workload efficiently, demonstrate accuracy, integrity, confidentiality and sound professional judgment. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Accounting, Business Administration or related studies and 4 years experience in planning, developing and overseeing financial records;
OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Accounting, Business Administration or related studies and 6 years experience in planning, developing and overseeing financial records;
OR;
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Adopted 10/29/02