

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 specific program(s) under the Soil and Water Conservation District (SWCD). 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 specific program(s) and maintenance of appropriate databases. Work shall be performed independently and professionally, coordinating with the SWCD Secretary / Treasurer, Executive Director, Program Managers and cooperating agencies. The Data and Budget Specialist shall report directly to, and receive direction from the SWCD Executive Director and/or Program Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares cumulative reconciliations for program funds received and expended; Prepares SWCD monthly budget requests and administrative expenses under the direction of the Program Coordinators; Maintains extensive, accurate and complete databases for planned and implemented programs; Reviews all Contracts and Work Plan Summaries prior to Executive Director review; Attends all required meetings; Assists staff with agency compliance for procurement procedure; Queries the database for information requested by the SWCD Executive Director and/or Program Coordinator; Prepares cumulative monthly budget summaries for the Program Operations Budget; Provides accounting assistance to the SWCD Secretary / Treasurer for all related expenditures; Coordinates with and assists New York State, New York City and auditors as requested by the SWCD Executive Director; Serves on SWCD internal audit committee; Prepares required program(s) annual SWCD 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 program(s) invoices for payment; 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 Program Coordinators.

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). 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

Revised 2/13/13