

ASSISTANT BUSINESS DIRECTOR
(Northern Westchester Joint Water Works)

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Business Director and general supervision of the Board of Trustees, an incumbent of this position is responsible for assisting in the administration and management of the business activities of Northern Westchester Joint Water Works. The Assistant Business Director is responsible for assisting in the preparation and management of the budget in accordance with standard professional accounting procedures and the monitoring of the agency's business operations, the establishment of administrative policies and procedures, personnel administration and supervising the work of office staff in the areas of accounts receivable and payable, billing, financial reporting and purchasing. Supervision is exercised over subordinate office staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in managing the administrative and business operations of the Northern Westchester Joint Water Works, including the preparation and maintenance of computerized financial records related to purchase orders, payroll, financial reporting, bank reconciliations, and employee time accruals;

Supervises financial, accounting and administrative department staff in the preparation and maintenance of financial records including bank statements, bank reconciliations, ledgers, procurement, bidding, contracts, insurance, personnel, payroll, and leave benefits;

Prepares fiscal reports and statistical data regarding operations, efficiencies and allocation of resources and prepares reports for the Board of Trustees, and/or other governmental agencies;

Reviews and approves payroll entries to ensure employee compensation is accurate, which includes checking timesheets, pay rates, overtime, shift differentials, department charges, and directs staff to make corrections as needed;

Reviews purchase orders for accuracy, ensures proper allocation of account codes, and approves them in accordance with established financial procedures and guidelines;

Analyzes account history if sufficient funds are not available, and presents findings to the Business Director;

Computes and initiates bi-weekly federal and state tax payments, prepares quarterly federal and state tax returns, and assists the Business Director in the review of the monthly retirement system reporting;

Oversees the preparation of federal, state or other financial reports, health insurance and FICA reports, and other reports;

Analyzes and makes recommendations to Business Director for procedural and policy enhancements to increase productivity and improve workflow;

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Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of accounting; good knowledge of the modern principles, procedures, and equipment involved in office management, personnel administration, budgeting, and purchasing; ability to plan, layout and supervise the work of others; ability to follow complex oral and written directions and to prepare correspondence, reports, and other materials from general indication as to content and form; ability to gain the cooperation of others; ability to effectively use computer applications such as spreadsheets, work processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; good judgment in the solution of complex clerical problems; initiative; resourcefulness; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, Public Administration, Financial Management or a closely related field and four (4) years of work experience in which the primary function of the position was business administration, accounting, finance or a closely related field, including or supplemented by one (1) year of supervisory experience.

SUBSTITUTION: A Master's Degree* in Accounting, Business Administration, Public Administration, Financial Management or a closely related field may be substituted for one (1) year of the work experience described above. There is no substitution for the one (1) year of supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Northern Westchester Joint Water Works
J. C.: Competitive

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Job Class Code:1050