

BUDGET OFFICER  
(TOWNS)

GENERAL STATEMENT OF DUTIES: Directs the preparation, execution and control of the Town's budget, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this position is responsible for the formulation of budgetary policies of the Town, including allocation and expenditure of funds. Supervision may be a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Organizes budget information for Supervisor and Town Board, provides elected officials and department heads with revenue and expenditure reports and advises them of the fiscal condition of the Town;

Prepares annual Town budget based on revenue/expenditure estimates from departments;

Acts as liaison to department heads regarding budgetary matters;

Reviews expenditures, including documentation, confirms availability of funds, and submits claims for payment;

Provides advice, guidance and makes recommendations with regard to fiscal effect of projected policies and programs;

Participates in the formulation and implementation of town fiscal and operating strategy and policy.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of modern public budgeting and finance; knowledge of the principles of public administration and administrative management; familiarity with New York State local finance laws; ability to analyze significant trends in operations from detailed records and factual materials; ability to communicate effectively, both orally and in writing; initiative, resourcefulness; good judgement; integrity; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) four years of accounting experience; or (b) two years of post high school education towards a Bachelor's Degree in accounting, finance or business administration, and two years experience in business or finance; or (c) a Bachelor's Degree in Accounting, Finance, or Business Administration; or (d) a satisfactory equivalent combination of training and experience to indicate ability to do the work.

Towns  
J. C.: Exempt  
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Job Class Code: 0074