

Jurisdictional Class: Competitive
Adopted: July 3, 1991
Revised: May 11, 2010

DEPUTY CITY CHAMBERLAIN

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the City Chamberlain in the performance of responsible supervisory and technical account and budgeting work. The incumbent is in full charge of the Department of Finance in the event of the City Chamberlain's absence or disability and is involved with all phases of department operation at all times. The work is performed under the general direction of the City Chamberlain with frequent opportunities for the exercise of independent judgment. The position requires sound accounting judgment in the overall area of municipal finance. Supervision is exercised over account clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves in place of the City Chamberlain in the event of his/her absence or disability and in various functions as assigned;

Supervises the preparation of and audits weekly accounts payable;

Plans, organizes, coordinates, and directs various financial activities and procedures to ensure smooth flow of work;

Maintains periodic balances and cash statements for checking accounts;

Posts receipt and disbursement totals to general ledgers and takes trial balances;

Orients, trains and evaluates department employees;

Balances open tax bills with ledgers and establishes controls and reporting procedures as necessary;

Balances and closes master accounting records at close of fiscal year;

Prepares State Comptroller's Annual Report and monthly reports for federal programs;

Provides technical advice on budget preparation and enters and adjusts appropriation accounts upon budget adoption;

Prepares monthly financial reports for Common Council;

Revises, systematizes and installs a variety of account-keeping and auditing controls and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of methods used in keeping and checking financial records;

Good knowledge of accounting, budgeting, and account-keeping principles and practices;

Good knowledge of the techniques of financial record analysis;

Good knowledge of the specialized requirements and problems of municipal accounting and finance;

Ability to prepare and maintain a variety of accounting and financial records and reports;

Ability to plan and supervise the work of others;

Ability to audit municipal accounts, determine reporting or procedural problems, and devise workable solutions;

Speed and accuracy in performing pertinent mathematics computation;

Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in business administration, economics, accounting, public administration, or related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration, economics, accounting, public administration, or related field and one (1) year of experience in the maintenance of double entry books or records of business, including the general ledger, or in the maintenance of governmental agency books or records involving appropriation accounting and the preparation of financial reports; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.