

BUSINESS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical administrative work involving responsibility for the accurate and efficient management of financial, operating and other business affairs of a jurisdiction. The work is performed within the framework of general policy and is under the direction of a higher-level administrator. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the preparation of long/short-term financial plans for use by administrators and the Board;
Directs or prepares the compilation and analysis of a variety of complex financial and statistical records, reports and projections;
Maintains budget accounts and materials;
Assists in planning and preparing preliminary budgets and establishing, developing and monitoring budget control procedures;
Receives and deposits monies from all appropriate sources in duly designated banks;
Keeps records of receipts and expenditures and bonded indebtedness;
Prepares correspondence in areas or on matters where general policy has been determined;
Coordinates fiscal and statistical matters with other agencies;
Implements policy decisions of the administration;
Manages and reviews grants and other related business office projects as assigned;
May act as purchasing agent and prepare specifications for purchases and issue purchase orders;
May prepare and/or supervise the preparation of payrolls;
May prepare agendas and materials for meetings;
May administer various insurance programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern business administrative practices, procedures and equipment; good knowledge of modern accounting practices and procedures; good knowledge of personnel and payroll practices and procedures; working knowledge of office management techniques; working knowledge of budgetary and purchasing practices; ability to supervise the work of others; ability to present data and reports clearly and concisely in either oral or written form; ability to understand and interpret difficult written and tabular materials; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Accounting, Business Administration, Finance, Public Administration or comparable curriculum and three (3) years of paid work experience that involved performing administrative* duties as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
2. A Master's degree or higher in Accounting, Business Administration, Finance, Public Administration or comparable curriculum and one (1) year of paid work experience that involved performing administrative* duties as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience).

(over)

*Administrative duties include planning, resource allocation, policy formulation, program evaluation, budgeting and coordinating activities among work units or between agencies, etc.

R.C.D.P. (10.14.2015) 08.21.2024
Competitive

02.25.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.