

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 09/06/07

DISBURSEMENTS OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for planning, overseeing and directing complex account keeping activities related to disbursements and accounts payable and independently performs the most important phases of such work. The work is performed under general supervision of a Department Head or Deputy in accordance with outlined policies and procedures but calls for frequent exercise of independent judgment. Difficult technical or policy problems are referred to the supervisor for decision or review of judgment where recommendations are initiated. Supervision is exercised over the work of subordinates. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports related to the vouchers payable system and instructs employees in the specialized details of this work;

Audits and reconciles contracts, purchase orders, court ordered property tax refunds, overpayments, court order bail release, bid refunds and vouchers;

Supervises the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes and regulations;

Acts as liaison between vendors/claimants and the County regarding inquiries and disputes;

Compiles, prepares and analyzes a variety of complex financial and statistical records and reports and enters data into a computer for processing;

Manages databases using computer software concerned with payment of claims against or reimbursements/refunds from the County;

Handles complaints, suggests solutions to problems and conducts correspondence in connection with disbursements;

Maintains a variety of financial records and reports;

Audits vouchers for proper departments and classifications assuring that expenditures are for municipal purposes, unencumbered balance is sufficient, contracts are properly prepared and executed, liens against payments are satisfied, mathematical computations are accurate and other related criteria are reviewed;

Reports to immediate supervisor on a weekly basis with the status of accounts payable;

May direct the preparation of varied accounts, claims and records, and the preparation of reports thereon;

May revise, systemize and install account keeping methods and procedures;

May conduct correspondence in connection with disbursements.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures and equipment; good knowledge of business English; working knowledge of computer operation and use of accounting software; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to manipulate a computer in financial calculations; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; good judgment in solving complex account keeping problems; a high degree of accuracy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business management, accounting, economics, business administration or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business administration, business management, economics or a closely related field, **AND** two (2) years of experience in maintaining financial records and accounts, which shall have involved the operation of a computer and computer software; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** four (4) years of experience as described in (B) above.

Adopted: 03/02/88
Revised: 06/11/96, 09/06/07