

OFFICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work assisting a department head or administrator by coordinating day-to-day office management and administrative functions. Duties include, but are not limited to, program planning, budgeting, supervision of clerical staff, fiscal management, and record keeping/reporting. Work is performed in accordance with policies and objectives outlined by the department head or administrator with leeway allowed for the exercise of independent judgment in applying policy to specific cases. Supervision is exercised over the work of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares accounting entries for cash receipts, journals, and bank reconciliation's;
- Maintains general ledger for General, Water, Sewer, Capital and other funds;
- Plans and supervises the collection and tabulation of statistical and financial data;
- Processes vouchers for accounts payable;
- Supervises and expedites the preparation of records and reports;
- Direct supervision of subordinate clerical staff;
- Responsible for assigning tasks, work loads, and job assignments to subordinate clerical staff;
- Reviews incoming mail and answers general correspondence;
- Oversees monthly billing for customers;
- Maintains contact with agency units and other departments and other public agencies to assist to solving mutual problems and to develop improved services and public relations;
- Operates calculator, computer, check writing machine, and other related office equipment;
- May assist in preparation of figures and reports for use in budget preparation;
- Compiles data for and prepares complex financial and statistical records and reports;
- Performs related work necessary for the efficient operation of the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures, and equipment; thorough knowledge of business arithmetic and English; good working knowledge of current principals and practices of business administration, accounting and budgeting; ability to supervise the work of a small number of clerical assistants; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complicated oral instructions and/or written directions; ability to work effectively with staff in other public agencies; ability to perform close, detail work involving considerable visual effort and strain; ability to operate a personal computer, check writing machine, calculator, and related office equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either -

- (A)** Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in accounting, business administration, or related field;
- Or (B)** Graduation from a regionally accredited or New York State registered college with an Associates Degree in accounting, business administration, or related field and two years of clerical experience;
- Or (C)** Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience;
- Or (D)** An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.