

Assistant to the Supervisor

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing highly responsible duties as an assistant in the administration of town affairs. This is an important position involving office management and liaison work and entails the frequent exercise of independent judgement in handling the diverse administrative details of town affairs. General supervision is received from the Town Supervisor and supervision is exercised over a small size office staff.

TYPICAL WORK ACTIVITIES: It is the responsibility of the Assistant to the Supervisor to:

- Process the Accounts Payable twice a month, to make sure all invoices coming from every department follows the Town of Lancaster's "Procurement Policy" and any other policies that are in place. To make sure Town Board resolutions are attached to every invoice that requires one. To verify that the account codes are properly stated and the department heads follow their allotted budgets. Including but not limited to tracking PIP's, tracking all expenditures for capital projects and tracking all grants.
- Currently process approximately 500 invoices per month and anywhere between 2-4 mm/month.
- To receive all revenue monies due the Town of Lancaster from various departments, NYS Tax Collections, Grants, funds from Erie County and NYS, Police Asset Forfeiture Funds, etc. according to the Town of Lancaster's Adopted Budget. All revenues coming in are recorded in cash receipts, general journals, cash in checking work papers, etc.
- At month end, it is the Assistant to the Supervisor responsibility to post to the computer using the current software, all manual entries from the various journals and balance accounts according to cash accounts. Run budget report and distribution to each department head for their review.
- Balance and reconcile the Town's checking account, Payroll account, NY Class investment account, Mandatory Debt Service Reserve account, Worker's Compensation and Self Insurance Fund accounts every month. These accounts have several subaccounts that are also reconciled on a monthly basis.
- Backup to Part-time Payroll Supervisor when needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the organization and functions of local government; thorough knowledge of functions and activities of town supervisor's office; extensive knowledge of the laws and regulations pertaining to town government; ability to process administrative detail

work pertinent to the Supervisor's office; ability to establish and maintain effective working relations with department heads; local officials and the public.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school and six (6) years of progressively more responsible administrative experience in government or business; OR
- B. Graduation from a recognized college or university with major studies in business or public administration, and two (2) years of experience as described in (A); OR
- C. An equivalent combination of education and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.