

BUSINESS OFFICE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for planning and supervising the activities of the business office. The work is performed under general supervision with a high level of leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over the work of a small number of clerical staff in the business office. A Business Officer Administrator does related duties as assigned.

TYPICAL WORK ACTIVITIES:

- Supervises the preparation and maintenance of payrolls and payroll records;
- Supervises the billing of customers for service rendered, the collection of delinquent accounts and maintains pertinent bookkeeping records.
- Supervises and participates in the handling of customer complaints and customer servicing;
- Supervises the processing of all bills and vouchers and assures their accuracy;
- Compiles data for and prepares budget;
- Maintains records of consumption of supplies and orders new supplies and office equipment;
- Conducts correspondence with customers, other local municipal departments and financial institutions;
- May perform the duties of General Manager, in their absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, practices and procedures; thorough knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of modern business administration; ability to plan and supervise the work of others; ability to prepare correspondence and reports; ability to understand and carry out oral and written directions; ability to deal effectively with the public; thoroughness; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

1. Graduation from an accredited two year college with an Associate's Degree in Accounting or Business Administration or a closely related field **and** six years of progressively responsible experience in account-keeping, business or financial administration or office management and graduation from high school;
2. Eight years of progressively responsible experience in account-keeping, business or financial administration or office management;
3. Any equivalent combination of experience and training. *

*Successful completion of college level course work from a regionally accredited or New York State registered college, institute, or business school may be substituted for up to two years of the experience above on a year-to-year basis with 30 credit hours equal to one year of experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 5/25/2018