

## SENIOR PLANNING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for complex administrative functions including all accounting and financial functions of the Planning Department. This is important work involving independent judgment and appropriate utilization accounting and bookkeeping procedures. The work is carried out in accordance with departmental procedures, and is performed under general supervision of higher level planning professionals. Supervision may be exercised over the work of subordinate staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains accurate and current departmental financial records;  
Responsible for all special fiscal studies as required;  
Responsible for processing and maintaining financial transactions of office;  
Responsible for analyzing records and checking on the proper calculations of charges to grant programs;  
Prepares periodic fiscal, statistical and management reports;  
Checks all vouchers for grant programs;  
Checks all in-kind service documentation for grant programs;  
Oversees and supervises subordinate staff engaged in a variety of financial operations;  
Attends training meetings, workshops and seminars as required;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of departmental programs, policies and procedures; good knowledge of governmental accounting, bookkeeping and reporting procedures; working knowledge of modern fiscal terminology; ability to prepare complete and accurate financial reports and statements; ability to supervise the work of others.

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree; or
- b) Associate's degree and three(3) years of experience in maintaining or checking financial accounts and grants, one(1) year of which shall have been in a supervisory or administrative capacity; or
- c) Graduation from high school or possession of a comparable diploma and five (5) years of office experience with emphasis on accounting and bookkeeping practices, two (2) years of which shall have been in a supervisory or administrative capacity; or
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.