

MANAGEMENT ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: This is a business management position that has responsibility for the supervision and performance of a wide variety of departmental matters usually including budgeting, purchasing, accounting and reporting. Activities are carried out in accordance with departmental policies under general direction with leeway allowed for the exercise of independent judgement. Supervision is exercised over the work of subordinate employees for assignments and review of work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Has responsibility for supervising the reviewing and editing of claim vouchers, charges, and purchase orders for payment, and ensures compliance with State, County, and municipal rules and regulations;

Oversees the accounts payable process by inputting of payment information, electronic imaging, reconciliation of electronic matching of purchase orders, reconciliation of p-card bills electronic invoicing, travel advances, and travel voucher processing;

Resolves insufficiencies (overdrawn budgets) with the appropriate office or department;

Resolves issues identified by Audit & Control for vouchers rejected for payment processing;

Resolves vendor payment issues;

Trains new employees on all accounts payable processes;

Develops, implements, oversees and revises systems, practices and administrative policies to provide for the efficient operation of the department;

Plans, directs and coordinates various functions of the department as assigned;

Assists in the formulation of policies and procedures in the department;

May interview applicants for positions in order to recommend appointments;

Prepares a variety of records and reports on department or County activities;

Provides fiscal, statistical and business management information for use in departmental reports and management decisions;

Administers access to Federal and State websites for grants for all county departments;

Assists departments in identifying possible funding sources to develop or subsidize programs for the County;

Researches grant opportunities, conducts grant administration and develops contacts to facilitate the process of grants procurement;

Fiscally monitors the grant monies as they pertain to invoices and reimbursement requests for all grants

Participates in feasibility studies and makes subsequent recommendations;

Analyzes budget requests of departments and agencies including capital expenditures;
Analyzes proposals and prepared grant applications for federal or state funded programs;
Maintains a comprehensive inventory of programs financed through federal and state grants;
Identifies opportunities to streamline the accounts payable processes to enhance efficiency;
Collaborates with other departments to improve workflow and resolve any bottleneck issues;
Assists in the implementation of new systems or software as it relates to accounts payable.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of public administration with emphasis on effective organization, administration and management;
Good knowledge of data processing techniques and their applications;
Good knowledge of State, County, and municipal rules and regulations regarding payment of claim vouchers, charges, and purchase orders;
Good knowledge of office practices and procedures used in maintaining and controlling financial records and reports;
Good knowledge of vendor systems;
Good knowledge of the principles and practices of public administration with emphasis on effective organization, administration, and management;
Good knowledge of data processing techniques and their applications;
Good knowledge of County operations and functions;
Good knowledge of the functions of local government and of the character of relationships between departments, and public and provide agencies;
Good knowledge of the principles and practices of modern accounting and budget control;
Ability to audit and resolves incongruities in a budget;
Ability to analyze and resolve complex problems;
Ability to establish and maintain effective working relationships;
Ability to direct and supervise the work of others;
Ability to express oneself clearly and concisely both orally and in writing;
Ability to prepare clear and accurate correspondences, records and reports;
Ability to analyze and resolve complex problems.

MINIMUM QUALIFICATIONS:

- A) Possession of a Master's Degree in public or business administration or closely related field; OR
- B) Possession of a Bachelor's Degree and two years of administrative or managerial* experience; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

***NOTE:** Administrative Experience: Incumbents perform functions in a support role to higher level administrators. This could involve office management; participation in budget preparation and monitoring; personnel; administrative analysis, including involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning, management activities; purchasing; public relations; and other similar functions. In contrast, "line" functions involve the delivery of services, or the day-to-day operations of a department.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.