

## **JOB DESCRIPTION – Business Manager/Accountant**

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The person filling the full time exempt position of Business Manager must hold the Civil Service Title of Accountant.

### **To Whom Responsible:**

The Business Manager is responsible to the Town Supervisor.

### **Major Area of Responsibility:**

This person handles bookkeeping and accounting duties, serves as supervisor of the Business Office and of personnel assigned to that office. In the absence of the Town Supervisor and Deputy Supervisor the Business Manager may be assigned certain financial duties.

### **Specific Areas of Responsibility:**

- Advises the Town Supervisor and Town Board on a broad range of finance related topics such as insurance coverage used by the town, investments, banking, participation in the Bond & BAN markets and other areas as requested.
- Maintains ledgers, journals and computerized double entry accounts for all town funds and capital projects.
- Records daily cash receipts and disbursements by code, makes journal entries as needed.
- Prepares monthly trial balances for all funds, verifies cash with savings, checking and investment balances.
- Reconciles bank statements (other than payroll & accounts payable) and completes monthly treasurer's reports for distribution to the Town Supervisor and Town Board.
- Prepares daily deposits.
- Responsible for cash flow and investment procedures by funds.
- Records and pays town debt service.
- Interfaces with the Town Supervisor in the budget development process and budget worksheet development.
- Advises department heads of budget status and reviews budget transfers and adjustments for Town Board action and records all adjustments & transfers as approved by the Town Board.
- Files reports and records with the Town Supervisor, Town Board, County, State, and Federal agencies on a timely basis.
- Maintains and administers trust accounts for various mandatory monies held in trust by the town.
- Coordinates accounts payables and payrolls on a monthly basis with investments.
- Works with state and independent auditors as needed; conducts routine audits of town records as necessary.
- Prepares program improvements for computers used in the accounting office and, as requested, in other town departments.
- Develops and implements new accounting procedures for audit trails.

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- Tracks and records the fixed assets of the Town including; tagging new items, eliminating sold items and keeping at photographic record. Records to be updated annually.
- Schedules drug testing and processes results.
- Works with Town Assessor on PILOT related activities.
- Performs other duties as assigned by the Town Supervisor.

### **Working Conditions:**

Working conditions are contained in The Town of Ontario Employee Handbook.

### **Minimum Qualifications:**

- a) must meet the minimum qualifications as defined under the Wayne County Civil Service title of Accountant and be able to obtain that title.
- b) specialized training in municipal or fund accounting
- c) ability to handle various forms, reports and records
- d) knowledge of computers and municipal applications of them
- e) ability to work with the public and other town employees

If interested, please send a letter of intent to:

Ontario Town Clerk  
1850 Ridge Road  
Ontario, NY 14519  
315-524-7105

Include: Contact Information, any currently held Civil Service Titles, Resume including experience and education.

The position is full time, reporting to the Town Supervisor with an annual salary of \$80 to \$100 K based on experience. Health care and other benefits are included.

Apply at Town Hall, Town Clerk's Office.

Please note; the position requires the Civil Service title of Accountant or a willingness to apply for that title.