



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Administrator's Office

Job Title: PROGRAM FUNDING & BUDGET ASSISTANT

Salary Range: \$58,967 - \$76,944* (*Based on years of service employed with Saratoga County)

Work Location: 40 McMaster Street, Ballston Spa, NY 12020

Classification: Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)

Job Description

The Program Funding and Budget Assistant is responsible for the oversight, guidance and coordination of the County's state and federal grants and aid process. Work is performed under general supervision of the Budget Director with leeway allowed in carrying out established procedure. Performs other related duties as necessary.

Minimum Qualifications (at least)

A) Possession of a Bachelor's Degree in accounting, public administration, finance, business, or closely related field, and at least two (2) years of experience in accounting, that largely include accounts receivables and/or grant tracking and reporting, preferably for a municipality or local government or non-profit organization; **OR**
B) Possession of an associate degree in accounting, public administration, finance, business or closely related field and at least four (4) years of experience in accounting, that largely include accounts receivables and/or grant tracking and reporting, preferably for a municipality or local government or non-profit organization; **OR**
C) Graduation from High School, or possession of an Equivalency Certificate (GED) and at least six (6) years of experience as stated in A) and B) above.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Analyzes and evaluates contract and grant budgets for correct calculation of expenditure categories such as salaries, fringe benefits, indirect costs, materials, and equipment;
- Guides, coordinates and provides assistance to department personnel in the establishment, receipt, use and reporting of federal and state grant aid programs;



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- Establish, maintain, standardize and regulate the configurations, permissions and processes of the County's accounting software system regarding the entry, tracking and accounting of the Projects and Grants functionality;
- Analyzes budgetary information ensuring compliance with established guidelines;
- Maintains and reviews all contractual obligations of the County for each federal and state grant and aid contract or agreement and regularly determines County compliance;
- Reviews, monitors and reports the County's actual, vouchered and budgeted grant revenues and program expenses;
- Maintains the County's federal and state grant registrations;
- Reviews all grant vouchers for approval;
- Works with Budget Director to provide data and information regarding state grant program changes, opportunities, and challenges, specifically as they related to cross department coordination, maximization of existing grant revenue and adherence to County strategy and policy;
- Prepares internal reports to assist in preparation of the County budget;
- Review and maintain fixed asset schedules;
- Data entry of journal entries;
- Clerical and other relevant administrative tasks as assigned by the Budget Director;
- Performs other related duties as necessary.

**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.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue through **May 10, 2024 or until the vacancy has been filled**

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.