

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Benefits and Bookkeeping Administrator

**TITLE #:** 1083

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for personnel administration, benefits programs, grant preparation and auditing of General Ledger Accounts. Work is performed under the indirect supervision of the Town Council. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Responsible for administration of Personnel Office with regard to employee records and coordination of interviews;

Manages the NYS Government Employees' Health Insurance Program, Retirement System, Risk Management Program and attends meetings and training for up-to-date information;

Holds conferences with employees to review benefits offered and/or changes in policies;

Provides information regarding benefits, available funding and application of personnel policies to department heads and commission chairmen;

Supervises and participates in setting up a computerized Municipal Application System for financial records;

Supervises the Property Manager and the preparation of policies used in a fixed assets inventory;

Prepares grants for state funding of local programs;

Runs trial balances on General Ledger accounts and audits subsidiary ledgers to balance to General Ledger Accounts as required by General Municipal Accounting Principles and Procedures and prepares monthly financial reports;

Invests monies and maintains records of investments;

Attends Board meetings to discuss updates on employee benefits and policies and make recommendations for budgeting;

Reviews payroll accounts, including reports on payroll taxes, for accuracy;

Coordinates reports and advice from attorney, bonding counsel and banks for bonding;

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of municipal accounting records; thorough knowledge of local policies, supervisory principals and practices; working knowledge of civil service practices; working knowledge of computerized municipal accounting systems; ability to recognize and resolve management and organizational problems; ability to communicate clearly both orally and in writing; ability to plan, direct and supervise benefit programs; skill in dealing with human relation problems; integrity; honesty; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience involving benefits programs, personnel administration and accounting work, one (1) year of which must have been in a supervisory capacity.

JURISDICTIONAL CLASS: Competitive

ADOPTED: 12/11/89