



## Budget Officer Finance

FIN/4-285

### JOB SUMMARY

This position is responsible for developing, coordinating, presenting, publishing, and monitoring a balanced budget for the county's operating and capital improvement programs.

### MAJOR DUTIES

1. Prepares and presents a balanced proposed budget; prepares the Notice of Public Hearing; prepares the resolution for the adoption of the proposed budget.
2. Exercises the administrative function of budget preparation and control.
3. Prepares/publishes/distributes a Budget Document that meets the GFOA criteria for the Distinguished Budget Presentation Award.
4. Performs variance analysis at the account level; researches and identifies problem areas; contacts department heads to suggest corrective action and to coordinate budget transfers; enters budget transfers.
5. Serves as county budget contact person for county departments, the Judicial Circuit, outside agencies, other governmental units, the press, and individuals.
6. Directs other in the activities of budget data entry, budget compilation, budget review, budget reporting, budget publication, and budget distribution.
7. Enters in MUNIS both amendments to the budget as they are approved by the Board and transfers of appropriations below the local government's legal level of control.
8. Performs operational grant administration, including the timely and accurate completion of quarterly reports and grant management.
9. Works with the Human Resources Department to maintain accurate approved FTE personnel counts
10. Works with Financial Analysts to close projects.
11. Directs and trains Financial Analysts on budget preparation, reporting, and related analysis.
12. Prepares ad hoc reports.
13. Creates and updates budget forms used during the budget process.
14. Coordinates and provides training for personnel.
15. Compiles historical data on personnel and expenditures.
16. Processes departmental budget requests.
17. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard management and supervisory practices.
2. Knowledge of governmental accounting practices.
3. Knowledge of governmental budget development and management procedures.
4. Knowledge of computers and job related software programs, including MUNIS financial software and Microsoft Office Suite, specifically Excel.
5. Skill in the development and management of annual budgets.
6. Skill in financial data analysis in order to provide accurate reports, identify problem areas, and suggest corrective action.
7. Skill in public and interpersonal relations and in maintaining effective and cooperative work relationships.
8. Skill in researching and preparing reports.
9. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Chief Financial Officer or Assistant Chief Financial Officer assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include county personnel policies, the county code, the Georgia Code, Generally Accepted Accounting Principles, accounting and auditing standards, Government Finance Officers Association recommendations, and state laws and regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of varied accounting, financial, and administrative duties. The work administered and managed in this position is complex. Strict regulations and the need for accuracy contribute to the complexity of the position, as well as the need for analysis and critical thinking.
- The purpose of this position is to direct the development and management of county budgets. Success in this position ensures compliance with specific regulations and requirements, accuracy of county financial records, contributes to informed decision making, contributes to the sound financial position of the government, and contributes to the provision of government services at reasonable rates.

**CONTACTS**

- Contacts are typically with co-workers, elected and appointed officials, attorneys, outside auditors, state officials, contractors, vendors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field such as Accounting or Finance.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position two or more years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia.