

TITLE: Budget Officer

FIN/3

DEPARTMENT: Finance, Fayette County

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:

- o Prepares and presents a balanced proposed budget; prepares the Notice of Public Hearing; prepares the resolution for the adoption of the proposed budget.
- o Exercises the administrative function of budget preparation and control.
- o Prepares/publishes/distributes a Budget Document that meets the GFOA criteria for the Distinguished Budget Presentation Award.
- o 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.
- o Serves as county budget contact person for county departments, the Judicial Circuit, outside agencies, other governmental units, the press, and individuals.
- o Prepares/publishes/distributes a Capital Improvement Program document that reflects the county's plan for multi-year expenditures covering the next five fiscal years.
- o Directs other in the activities of budget data entry, budget compilation, budget review, budget reporting, budget publication, and budget distribution.
- o 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.
- o Prepares ad hoc reports.
- o Creates and updates budget forms used during the budget process.
- o Coordinates and provides training for personnel.
- o Compiles historical data on personnel and expenditures.
- o Processes departmental budget requests.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of governmental accounting practices.
- o Knowledge of governmental budget development and management procedures.
- o Knowledge of computers and job related software programs.
- o Skill in the development and management of annual budgets.
- o Skill in public and interpersonal relations.
- o Skill in researching and preparing reports.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The 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, 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: The work consists of varied supervisory and administrative duties. Strict regulations and the need for accuracy contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the development and management of county budgets. Success in this position ensures that the budget process is in conformity with legal guidelines.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected and appointed officials, attorneys, outside auditors, state officials, contractors, vendors, and members of the general public.

PURPOSE OF CONTACTS: 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: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: 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

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o 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 for one to two years.