



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Budget Administrator</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Director, 911/Joint Communications</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>911/Joint Communications</u>	JOB CODE: <u>203</u>	

SUMMARY:

With limited supervision, administer and direct all budget and finance areas of the 911 Joint Communications Center, including budgets, grants and financial issues by performing the following duties.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Process and direct others in the budgetary activities of the 911 Joint Communications Center. Responsible for accurate data for the 911 Joint Communications budgets; process, track and analyze budget data; maintain financial reports; manage the financial aspects of grant reimbursements and expenditures. Serve as liaison with other County offices concerning budget, grant, and payroll activities.

Responsible for payroll, tracking 6 month probationary periods, process, oversee and ensure accuracy of all status forms; maintain and verify positions. Track position savings and salary projections. Assist with year end closing, accruals, balance sheets and reports.

Review, approve, track fixed asset purchases and personnel action forms. Respond to outside auditors or other financial inquiries. Record payments and issue receipts (e.g. for 911 Records Request.) Work with County Purchasing with Bid Analyses & Awards, fixed asset tracking, and other purchasing procedures. Work closely with Administrative Assistant and provide cross-training as necessary.

KNOWLEDGE & SKILLS

1. Good knowledge of the 911 Joint Communications Department relating to procedures and confidentiality of information.
2. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
3. Knowledge of the emergency responder system in the State of Missouri.
4. Advanced knowledge of personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Office.
5. Expert knowledge of filing and electronic record keeping systems.
6. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions and decimals.
7. Skill in effectively presenting information and responding to questions from groups of managers, clients, customers and the general public.
8. Still in grant management and following procedures.
9. Expert skill in the application of departmental, state and federal guidelines, rules, and statutes to perform essential functions of position.
10. Expert skill in reading and preparing financial information, reports, and documents.
11. Expert skill in discretion and maintaining confidential information.
12. Expert skill in handling stressful situations successfully and the ability to work well with other employees, entities and the public.
13. Ability to monitor, direct, and supervise the work of others.
14. Expert ability to perform complex bookkeeping and accounting functions.
15. Expert ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
16. Expert ability to work independently and follow instructions.
17. Expert ability to maintain a high level of accuracy and attention to detail.
18. Expert ability to multi-task and successfully prioritize a large work load.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs and transporting over significant distances, squatting, kneeling, reaching above and at shoulder height. OCCASSIONAL moderate grasping to manipulate objects.

WORK ENVIRONMENT:

This job operates in a professional emergency communications office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, radios, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

QUALIFICATIONS:

High School Diploma or GED; five years of accounting or bookkeeping experience, or an equivalent combination of education and experience; must be 21 years of age or older; must not have any felony convictions; must not have other criminal convictions within the last 2 years, excluding traffic violations; no marijuana use or possession in the past 2 years, and no other illegal drug use or possession in the past 10 years; vision acuity of 20/200 and correctable to 20/20 in both eyes; must possess a valid Operator's license at time of application and a valid Missouri Operator's license at time of appointment. Applicant must pass a pre-employment drug screen and must have the ability to type 35 net WPM.

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.