



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Budget Administrator</u> | NEW: <input type="checkbox"/> | REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small> |
| REPORTS TO: <u>Court Administrator</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>03/2017</u> |
| DEPARTMENT: <u>Circuit Court Services</u> | JOB CODE: <u>203</u> | |

SUMMARY:

Under general supervision, the Budget Administrator administers and directs all budget, grants, and finance activities for the 13th Judicial Circuit.

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.*

Develops, monitors, and administers all budgets for the 13th Judicial Circuit; monitors grant fund accounts; keeps accurate accounting of all budgetary matters; manages the fiscal activities and projects for all departmental budgets; updates the court's budget software of changes and activity to each department's budget; directs the development of written, statistical, and financial reports; assists in the preparation of the annual budget for all divisions and cost centers associated with the 13th Judicial Circuit; responds to questions and inquiries regarding all budget activity as needed.

Performs a variety of office support work; prepares letters, correspondence, forms and other documents; receives, sorts, processes incoming mail; maintains copies of documents; operates computers, maintains and updates files and databases; generates reports; performs word processing; operates office equipment; answers division phone lines and e-mail and directs inquiries to the appropriate staff.

Coordinates all fiscal activities and projects for all department budgets; processes payment requisitions, journal entries, budget revisions, and amendments; ensures all employees have submitted sufficient documentation for their expenses and follows up with employees to obtain needed information; routinely reconciles budget activity with the Boone County Auditor's Office; routinely reviews posted general ledger activity and initiates follow-up or corrective action as needed; serves as liaison to county offices and departments concerning budget and finance activities.

Prepares the annual and monthly budget reports; tracks grant reports; ensures reports are communicated to the appropriate staff.

Prepares purchasing credit card reconciliations and processes journal entries for the Auditor's Office approval; coordinates travel arrangements for department staff; verifies and processes travel reimbursements; verifies all items ordered have been received and payments have been issued; maintains inventory and supplies.

Prepares payroll requests and reviews posted payroll activity for accuracy; prepares daily deposits; verifies monthly bank statements; communicates with the Boone County Treasurer's Office as needed.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of legal processes and terminology.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Knowledge of personal computers and standard software applications related to legal support work.
4. Knowledge of filing and electronic record keeping systems.
5. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
6. Advanced knowledge of accounting practices.
7. Skill in mathematics sufficient to accurately calculate numbers and perform calculations using addition, subtraction, multiplication, and division.
8. Skill in discretion and maintaining confidential information.
9. Advanced skill in application of state and federal guidelines, rules and statutes to perform essential functions of position.
10. Advanced skill in the ability to work well with other employees, court professionals and the public.
11. Advanced skill in reading and preparing financial documents.
12. Ability to operate the Court's budget software systems.
13. Ability to multi-task
14. Advanced ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
15. Advanced ability to work independently and follow instructions.
16. Advanced ability to maintain a high level of accuracy and attention to detail.

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 telephone.

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 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, Court employees, attorneys, and members of other entities.

MINIMUM QUALIFICATIONS:

High School or GED equivalent, plus three years clerical or office management experience, and three years accounting or bookkeeping experience.

PREFERRED QUALIFICATIONS:

Bachelor's degree in accounting, public administration, business, or related field.

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.