



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Budget Administrator</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Director, Resource Management</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Resource Management – Engineering Division</u>	JOB CODE: <u>203</u>	

SUMMARY:

Under general supervision, the Budget Administrator administers and directs all budget and finance activities for the divisions of the Resource Management department and performs clerical support for the Engineering division.

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.*

Performs clerical work in support of the Engineering division of the Resource Management department including the following duties: prepares letters, correspondence, forms and other documents; receives, sorts and distributes incoming mail; maintains copies of documents; operates computers, maintains and updates files and databases; takes and transcribes meeting minutes; generates computer reports; performs word processing; operates office equipment; monitors and orders supplies; answers division phone lines and e-mail and directs inquiries to the appropriate staff; provides administrative support for all other divisions as needed.

Reconciles Engineering purchasing card transactions; prepares Division invoices for payment; prepares journal entries for the fuel invoices; prepares the GASB Capitalization Matrix to ensure completion of required reporting and documentation.

Prepares, develops, monitors and administers the budget for all of the divisions under Resource Management, including any grants received; prepares the annual budget for all divisions and cost centers associated with Resource Management; directs the development of written and statistical/financial reports; processes payment requisitions, journal entries, budget revisions, and amendments; reconciles budget with the Boone County Auditor’s Office; routinely reviews posted general ledger activity and initiates follow-up or corrective

action as needed; coordinates all fiscal activities and projects for the Resource Management; serves as liaison between Resource Management and County Offices and Departments concerning budget and finance activities, computer interfaces, and operations of Resource Management; checks and scrutinizes purchase and payment requests from department staff and professional contacts and ensures compliance with policies and procedures.

Prepares payroll requests and reviews posted payroll activity for accuracy; prepares Personnel Action Forms for signature; prepares daily deposits of collected fees; prepares payment requisitions for distribution of road sales tax; tracks and collects returned checks.

Coordinates replacement of fixed assets for the Resource Management Department; prepares and distributes press releases for road construction projects; monitors press release contact list.

Updates Road Closure section of the Boone County website as needed; prepares and sends communication regarding projects as needed.

Tracks progress of joint projects with other entities and ensures invoices are sent and payments are received in a timely manner; maintains project contract files; prepares purchase requisitions and contracts for engineering projects.

Provides technical assistance to staff as needed; assists in training of new staff as needed; cross-trains on essential duties of other departmental staff to provide assistance as needed.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of filing and financial record keeping systems.
2. Knowledge of general office procedures and practices.
3. Knowledge of personal computers and standard software applications related to assigned functions, including Microsoft Word, Excel, and Power Point; AS/400.
4. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
5. Advanced knowledge of accounting practices.
6. Skill in adding, subtracting, multiplying, and dividing all units of measure, using whole numbers, common fractions and decimals.
7. Advanced skill in application of policies, State and Federal guidelines, rules, and statutes to perform essential functions of position.
8. Advanced skill in the ability to communicate in a non-biased manner with people of diverse ethnic, socio-economic, and religious backgrounds.
9. Advanced skill in establishing, and maintaining cooperative working relationships with co-workers, other County employees, and the public.
10. Advanced skill in reading, analyzing and interpreting financial reports and contract documents.
11. Advanced ability to maintain a high level of accuracy and attention to detail.

12. Advanced ability to work independently and follow instructions.

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, large format printers and scanners, binding machines, handheld 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.

REQUIRED QUALIFICATIONS:

High School or GED equivalent, plus 2 years clerical or office management experience, and 2 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.