



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** Budget Administrator      **NEW:**       **REVISED:**  (Please check one)

**REPORTS TO:** Captain      **FLSA:** Non-Exempt      **DATE:** 01/20

**DEPARTMENT:** Sheriff      **JOB CODE:** 203

**SUMMARY:**

Under general supervision of the Services Captain, the Budget Administrator manages and performs advanced clerical accounting, as well as supervises budget and finance activities for all branches of the Boone County Sheriff’s Department in compliance with the County and department policies, procedures, orders, directives, and guidelines.

**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.*

- Trains and supervises assigned staff within the Services Branch.
- Assists in the hiring of assigned staff.
- Directs and instructs others on processes, policies and procedures to maintain accurate records and compliance with all departmental, Boone County, and grant-driven budgetary policies.
- Assists with development, preparation, and entry of annual budget for the Boone County Sheriff’s Department and Jail.
- Forecasts, administers, and monitors the fiscal activities of the department and explains budget variances.
- Prepares, reviews, and approves accounts payable expenditures and payment requisitions; notifies the Sheriff’s Department Administration of any discrepancies.
- Verifies funding and processes budget amendments and revisions as needed.
- Prepares, reviews, and approves billing invoices and forwards appropriate documentation to the Boone County Treasurer’s Office for payment.
- Prepares, maintains and organizes data for complex financial analysis.
- Processes and maintains Personnel Action Forms for department employees as needed.
- Verifies and processes employee reimbursement requests.
- Oversees, monitors, and supervises the procurement of services, equipment, and supplies for the department.
- Serves as department administrator for all purchasing cards used by the department in accordance with County policies and guidelines.

- Verifies all time sheets for accuracy and proper accounting of overtime, special grant activities, and projects.
- Prepares, processes, and submits department payroll to the Boone County Clerk's Office and reviews all department payroll to ensure compliance with all rules and regulations.
- Tracks position savings, overtime and salary projections as needed.
- Maintains and processes the department's payroll for special projects and salary reimbursements.
- Assists employees with payroll related questions, tax forms, direct deposit information, or deduction information as needed.
- Monitors and serves as financial manager for grants and sub-grants awarded to the department.
- Completes and submits grant reports and claim vouchers.
- Maintains budget spreadsheets for grant or special funds received.
- Processes monthly payments to grant-funded employees via payroll.
- Works with the Boone County Purchasing Department and the Sheriff's Department Administration on proposal development, proposal evaluation, bid award, and compliance of purchasing contracts.
- Manages and maintains bid files to ensure bid compliance and disseminates related information as needed.
- Coordinates Veterans Affairs benefits for on the job training and submits applications and monthly reimbursement claims.
- Tracks and verifies inventory of department fixed and grant funded assets, documents asset additions and disposals, and assists with inventory audits as needed.
- Oversees and maintains the Forfeiture Fund.
- Completes state and federal compliance reporting for used, earned, and available funds.
- Tracks expenditures, revenue, interest and forfeitures or sale of forfeited items.
- Establishes and maintains working relationships with various vendors, County departments, government entities, and other businesses/organizations.
- Attends meetings and work sessions as directed.
- Manages all department owned/issued cellular devices.
- Cross-trains on essential functions of other positions in the Services Branch.
- Performs duties of Office Specialist as needed.
- Performs all other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Knowledge of legal processes and terminology.
4. Advanced knowledge of filing and electronic record keeping systems.
5. Ability to efficiently operate personal computers and applications related to law enforcement processes and procedures, including governmental financial management software, records management software, jail management software, and Microsoft Windows and Office Suite.
6. Ability to learn and apply department, county, state, and federal guidelines, rules, and statutes to perform essential functions of position.

7. Advanced ability to perform complex bookkeeping and accounting functions.
8. Advanced ability to learn and apply policies, procedures, documents, and terminology affecting assigned functions.
9. Advanced ability to work independently and as part of a team.
10. Advanced ability to meet deadlines; accept direction; carry out directives; and follow instructions.
11. Advanced ability to maintain a high level of accuracy and attention to detail.
12. Advanced ability to multi-task and successfully prioritize a large workload.
13. 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.
14. Skill in effectively presenting information and responding to questions from groups of managers, other county employees, and the general public.
15. Skill in grant management and procedures.
16. Skill in keyboarding and the use of standard office equipment.
17. Advanced skill in discretion and maintaining confidential information.
18. Advanced skill in handling stressful situations successfully and the ability to work well with other employees, entities, and the public.
19. Expert skill in maintaining confidentiality and handling confidential information.

**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; as well as hearing and speech abilities 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 keyboarding, side-to-side turning of neck, walking, standing, bending, and stooping, pushing/pulling, twisting at waist, squatting, kneeling, reaching above shoulder height; occasional moderate grasping to manipulate objects; moderate wrist torque to twist equipment knobs and dials; OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing up to 50 lbs. and transporting over significant distances as needed.

Must be able to safely operate an automobile.

**WORK ENVIRONMENT:**

This position primarily operates in a professional office environment and requires appropriate appearance and attire. This position routinely uses office equipment such as but not limited to computers, calculators, multi-line telephones, photocopiers, printers, scanners, binding machines, 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.

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; must be 18 years of age or older; three years of accounting or bookkeeping experience, or an equivalent combination of education and experience; must not have any felony convictions or convictions for crimes involving moral turpitude; must not have other criminal convictions within the last two (2) years, excluding minor traffic violations; no marijuana use or possession in the past two (2) years, and no other illegal drug use or possession in the past five (5) years; vision acuity correctable to 20/40 in at least one eye; 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, demonstrate the ability to type 35 net WPM, possess vision to read a computer screen and printed materials as well as safely interact with the public, and possess hearing and speech abilities to communicate in person and over the telephone.

Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

**PREFERRED QUALIFICATIONS:**

Associates degree in accounting, public administration, business, or related field; one year of supervisory experience.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.*