



BOONE COUNTY JOB DESCRIPTION

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

REPORTS TO: Captain and Chief Jailer **FLSA:** Non-Exempt **DATE:** 03/17

DEPARTMENT: Boone County Sheriff's and
Corrections Department **JOB CODE:** 203

SUMMARY:

Under limited supervision, the Budget Administrator administers and directs budget and finance activities for all divisions of the Boone County Sheriff's Department and Jail Operations, including budgets, grants, and inmate financial administration.

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.)*

Processes, prepares, develops, monitors, and administers the budget for the operations, jail, grant, and special revenue funds of the Boone County Sheriff's Department; directs others on processes, policies and procedures to maintain accurate records and compliance with all departmental, Boone County, and grant-driven budgetary policies; processes and prepares the yearly budget entry; reviews information maintained by staff for all accounts payable expenditures, creates projections of expenditures and notifies the Sheriff's Department Administration of any discrepancies; verifies funding, makes requests to balance the budget, and processes budget amendments and revisions as needed; projects yearly balances and creates the succeeding years budget; compiles requests and funding recommendations for review with Administration; solicits information from vendors for budgeting purposes, verifies all budget items are correctly classified, and correct quantities are being requested; reviews budget variances for explanations; meets with Administration and reviews budget for changes and submits to the Auditor for review; attends budget meetings with the Boone County Auditor's Office and Commission for review of final budget requests.

Supervises, manages, trains, disciplines and orients support staff including the Account Specialist and the part-time Corrections Support Officer and Office Specialist; assigns and monitors work; creates and coordinates work schedules and calendars; assists in the hiring

process of supervised employees; coordinates and conducts ongoing training for employees; resolves problems.

Monitors and prepares all accounts payable processes for the Boone County Sheriff's Department and Jail Operations; verifies and processes wage compliance documents as needed; verifies the validity of all invoices and the availability of funds, and assigns and distributes invoices to support staff to process payment requisitions; verifies and signs all completed payment requisitions and supervises staff to maintain applicable records; serves as department administrator for all purchasing cards used by the Boone County Sheriff's Department and Jail; orders, deletes, and verifies cardholders; implements policy for violations; reconciles transactions, processes envelopes, and approves paperwork to be sent to the Boone County Auditor's Office; oversees and tracks the department cellular phone usage; coordinates the exchange of phones and works with representatives for solutions that best meet departmental needs.

Prepares all bi-weekly and 28-day law enforcement payroll to send to the Boone County Clerk's Office following all rules and regulations; collects and verifies all time sheets for accuracy, overtime, special grant activities, and special projects; creates and completes the payroll requisition and submits to the Boone County Clerk's Office for processing; checks payroll data and notifies the Boone County Clerk's Office of discrepancies, employee concerns, or errors; distributes pay stubs to employees; helps employees with payroll related questions, tax forms, direct deposit information, or deduction information as needed; tracks position savings, overtime and salary projections as needed; maintains and processes the department's payroll for special projects and salary reimbursements; creates reports to verify and reconcile hours paid to employees and makes corrections as needed; creates billings and forwards payments to the Boone County Treasurer's Office.

Processes and maintains Personnel Action Forms for all Boone County Sheriff's Department and Jail employees who change positions, receive pay changes or receive yearly merit increases; makes merit suggestions as requested by the Boone County Sheriff and maintains spreadsheets for recommendations; maintains merit pool balances and projections; provides information regarding merit pool fund availability as requested by the Sheriff.

Researches, applies for, monitors, and serves as administrator for grants and sub-grants awarded for the Boone County Sheriff's Department and Jail; monitors all grants using online grant management system; attends application meetings; maintains budget spreadsheets and creates budget amendments to establish the revenue and expenditure accounts for each grant or special funds received; processes all change of information forms and budget amendments; collects and verifies time sheets; processes monthly payments to grant-funded officers via payroll; orders items and monitors all expenditures made by grant funds; tracks verifications of pay; verifies and processes reimbursement requests; coordinates distribution of records with other entities as needed; processes reimbursements internally by sending documentation to the Boone County Treasurer's Office.

Monitors and serves as administrator of all special funds received; maintains budget spreadsheets and creates budget amendment to establish the revenue and expenditure

accounts; processes all incoming funds, excluding cash register receipts, for grants, certificates of delivery, extraditions, forfeitures, special revenue, donations, inmate phones use, nurse reimbursement, football reimbursement, restitution, training funds, and any deposits received; notifies the Treasurer's Office of correct deposit coding and year as needed.

Coordinates and oversees Veterans Affairs benefits for on the job training; works with VA representatives for our agency; submit VA applications and submits monthly reimbursement claims officers; verifies training hours and completion; maintains time sheets, prints pay verifications, and submits for VA approval; meets with VA representatives as needed for audit of enrolled officers.

Oversees and maintains the Forfeiture Fund; verifies officers enrolled in the on-line forfeiture submittal and reviews the database; completes yearly state and federal compliance reporting for used, earned, and available funds; track expenditures, revenue, interest and forfeitures or sale of previously forfeited items.

Works with the Boone County Purchasing Department and Services and Corrections division Captains for all bids for the Sheriff's Department and Jail; maintains bid files, disseminates information, and oversees the verification and implementation of bid compliance; oversees and participates in the Boone County Sheriff's Department's fixed asset inventory; tracks and verifies County and grant funded assets; processes additions and disposal forms; participates in inventory audits as needed.

Processes weekly inmate food orders for the Corrections Department; enters and monitors on-line order requests; ensures compliance with the departmental policies on food and goods supplied to inmates; monitors meals and makes replacement decisions to ensure policies and regulations are followed regarding nutritional values of all inmate meals; tracks per meal food costs.

Oversees, monitors, and supervises the ordering of items for all divisions of the Boone County Sheriff's Department and Jail; tracks and maintains records of office supplies and other items ordered by other support staff; orders budget specific items, and Corrections and Deputy supplies; monitors, verifies, and facilitates correct bids being used and funds being encumbered for all supplies; completes supply orders for support staff as needed.

Cross-trains and performs job duties of vacant positions and absent employees within the department as needed and required to maintain workflow and scheduling needs; assists in the hiring process of all Services Division employees as needed.

Performs all other duties as assigned.

KNOWLEDGE & SKILLS

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 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 law enforcement 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.

PREFERRED QUALIFICATIONS:

Experience in public administration, governmental accounting, or in a law enforcement environment; one year of supervisory experience.

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.