

BUDGET TECHNICIAN I

GRADE 27

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical, technical and responsible administrative work providing support to the Budget Office; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the review and analyses of proposed budgeted expenditures; assisting with budget preparation; assisting with monitoring budget and expenditures; preparing and maintaining budget spreadsheets, records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists with preparation, monitoring and administration of assigned budgets by providing research, analysis and recommended funding/staffing levels to ensure the most effective, efficient use of resources; responds to requests from County and School officials and citizens for information/assistance; provides interpretation and explanation of budget related information.
- Assists in constructing, compiling, advertising and publishing the proposed budget; analyzes resource requests and needs; provides recommendations for funding support while ensuring use of resources maintains a balanced budget.
- Provides staff support for Board of Supervisors' Revenue and Finance Committees; attends meetings; provides technical information including spreadsheets and other documentation as needed; analyzes budget requests; makes recommendations on actions to be taken; tracks committee decisions and prepares Board of Supervisors' resolutions, summary reports and minutes.
- Assists with monitoring and reconciliation of revenue and expenditures to ensure the budget remains balanced; assists with varied analysis on budget data to include comparison of projections to actual expenditures and revenues; assists with statistical, account and costs analysis.
- Organizes and tracks implementation of budgetary goals, objectives and priorities; assists with monitoring of expenditures and revenue collections to ensure consistency with approved budget plans and adherence to state/federal/local budgetary guidelines.
- Assists staff in developing and implementing the Capital Improvement Plan (CIP) including development of submission guidance, departmental briefings, submissions review for accuracy and adequacy, coordination of documentation and providing updated financial and statistical data throughout the process; provides staff support to the Capital Review as necessary.
- Reviews Capital Improvement (CIP) Fund; monitors the financial status and total costs of each project to ensure they remain within budget; resolves any year end CIP fund rollover funding issues and determines year end funding reserve for contracts and services encumbered.
- Oversees computerization and updating of budget files/records.
- Tracks the status of debt service.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the functions and operations of County organizations; general knowledge of the theories, principles, practices and techniques of municipal accounting, finance and budgeting; general knowledge of the state laws and local ordinances applicable to budget preparation, approval and administration; general knowledge of research techniques, methods and procedures; ability to conduct research and prepare reports and findings; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education, experience and training equivalent to graduation from an accredited community college with course work in accounting, finance or related field and some experience in budget preparation and analysis.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.