

## POSITION DESCRIPTION

Title: Senior Budget Accountant  
Department: Budgeting and Purchasing  
Job Analysis: September 2015, November 2015, **May 2023**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: Budget Director  
Subordinate Staff: None  
Internal Contacts: County employees, Elected Officials  
External Contacts: Local, State, Federal Agencies, Banking Institutions  
Salary Grade: Classified/Exempt (**S317**)

### Job Summary

#### A. Budgeting and Financial

1. Assist department heads and their staff with routine budget matters.
2. Post and maintain various data bases used for reports.
3. Assist Budget Director in preparing and monitoring the annual County budget.
4. Prepares monthly, semiannual, and annual reports for the Commission and other Departments and any other reports as directed.
5. Reviews various accounts and funds for discrepancies and variance to budget.
6. Any other duties as directed by the Budget Director and/or County Commission.

#### B. Miscellaneous

1. Provide documentation and/or assistance with State Audits.
2. Provide assistance and/or make referrals to general public, various agencies and County employees.
3. Review, investigate and correct errors and inconsistencies in financial entries, documents and reports.
4. Compiles and analyzes financial information to prepare entries to budget ledger accounts, cost centers and documents business transactions.
5. Prepare work papers and support schedules for the annual budget.

6. Develop and implement various budget theories and methods.
7. Adhere to internal and external deadlines.

### **Knowledge, Skills, and Abilities**

(Any item with an asterisk will be taught on the job).

1. Skills to communicate effectively with the office staff, general public and elected officials.
2. Skills and knowledge to perform budgeting, accounting, and bookkeeping operations, and monitor budgets.
3. Skills and knowledge to prepare reports, complete forms, compose letters, and accurately post journals and ledgers.
4. Skills to understand written instructions, manuals, and correspondence.
5. Ability to operate office machines: calculator, computer terminal, fax machines and copy machines.
6. Thorough knowledge of Microsoft Excel Software.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures.
8. Thorough knowledge of accounting and auditing principles and practices including GASB.
9. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.

### **Other Characteristics**

1. Willing to work overtime, nonstandard hours, weekends, and holidays as required to complete work assignments.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
4. Willing to make public presentations when required.

### **Minimum Qualifications**

1. Possess valid driver's license.
2. Bachelor's degree in accounting, finance, or related fields.
3. Five (5) years of progressive accounting experience with two (2) years in governmental accounting desirable or any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
4. Experience or training in computerized accounting systems desired. ~~JDE~~ **Munis Enterprise ERP** Accounting Software experience is a plus.