

POSITION DESCRIPTION

Title: Budget Assistant (Part-Time)

Department: Budgeting and Purchasing

Job Analysis: November 2021

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/Non-Exempt (301)

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. Distributes 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. Review and investigate errors and inconsistencies in financial entries, documents, and reports.
2. Compile financial information to prepare entries to budget ledger accounts, cost centers and documents business transactions.
3. Assist in preparing work papers and support schedules for the annual budget.
4. 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, 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 and accurately post journals and ledgers.
4. Skills to understand written instructions, manuals, and correspondence.
5. Ability to operate office machines: calculator, computer terminal, and copy machines.
6. Thorough knowledge of Microsoft Excel Software.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures.

Other Characteristics

1. Willing to work nonstandard hours, weekends and holidays as required to complete work assignments.
2. Willing to attend meetings as related in assigned work area.

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.