

BUDGET TECHNICIAN

DEFINITION

Under general supervision, performs highly responsible budgetary, administrative, lead clerical duties and ensure that adequate reception and phone coverage is provided for the Department of Administration. Assists with compilation/completion of capital plan pages and the assemblage and production of the annual county-wide operating and capital budgets and performs other duties as required.

EXAMPLES OF DUTIES

Assists in the development of data and data gathering systems and actual data collection used in program evaluation, budgets and related reports; assists in the distribution of materials which are sent to departments with budget information at the beginning of the budget preparation cycle, including budget policy and procedure documents; assists in maintaining and analyzing complex financial and statistical records, to include program expenditures, revenues and related reports; serves as support for the budget staff; performs basic data analysis, data gathering, preparation of spreadsheets and conduct documenting surveys; maintains and updates the classification schedule for the budget, using appropriate software; compiles reports on information that is provided to the County Executive and the County Board for budget preparation; assists with and advises agencies on budget preparation; updates and maintains revenue history files; maintains the Wheeler legislation tracking file; updates and maintains cash-flow and sales tax information; prioritizes monitors the work flow of the Administration clerical pool.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to graduation from high school and five years of general clerical experience including two years at a senior level or two years in an accounting office working with the preparation of budgets. Word processing and data based spread sheet experience is required.

Knowledge and Abilities: Knowledge of a variety of computers and computer software programs; working knowledge of general accounting principles and mathematics; ability to deal with a variety of County managers, staff and elected officials; ability to write reports and do budget preparation; ability to use WordPerfect 5.1, ability to use Lotus spread sheets; the ability to use a calculator and electronic typewriter; ability to use independent judgment; ability to maintain confidentiality and use tact when resolving problems.

Special Requirements: Must be available for night and weekend work as required.