



Uintah County

Job Description

Title:	Budget Officer	Job Code:	125
Division	N/A	Shift:	Day
Department	Commission	Last Revised:	3/20
FLSA CAT:	Exempt	Pay Grade	35

GENERAL PURPOSE

The Budget Officer is responsible for preparing, executing and reconciling the budget for the County on behalf of the Board of County Commissioners.

SUPERVISION RECEIVED

Works under the direct supervision of the Board of County Commissioners.

SUPERVISION EXERCISED

The Budget Officer has no supervisory authority.

ESSENTIAL FUNCTIONS

Prepares the annual operating budget for the County based on revenue and expenditure forecasts and financial trends. Coordinates with the various County Departments in the preparation of the budget and presents the proposed budget to the County Commissioners.

Prepare and present a summary of cash receipts and disbursements for each fund or group of funds and for each department within each fund reportable at the end of each month showing the cash and invested balance at the beginning of the period, the total receipts collected during the period, the total disbursements made during the period and the cash and invested balance at the end of the period.

Not less than once each quarter or more often if requested by the governing body, provide a condensed statement of revenues and expenditures and comparison with the budget of the county general fund and the allotments thereof, as reflected by the books of the account.

Provide a comparative quarterly income and expense statement for each enterprise fund showing a comparative analysis between the operations of such funds for the current fiscal reporting period and the same period in the previous year.

Prepare a condensed statement of the operating and capital budget of each enterprise fund showing revenues and expenses and balances compared with the budget for any period requested by the Commissioners or required by the uniform system of budgeting, accounting and reporting.

Prepare any other statements of operations or reports on financial condition as the Commissioners or the uniform system of budgeting, accounting and reporting may require.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a Bachelor's degree in business, accounting, finance or a related field;

OR

B. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of budgetary and accounting principles and practices with emphasis on government sector organizations; regulatory requirements related to the collection and expenditure of public funds; computer technology and its application to budget tracking and reporting;

Considerable skill in the art of diplomacy and cooperative problem solving; maintaining effective working relationships with State officials, elected officials, and county staff. Skill in the operation of PC Computer, calculator, copy machine, telephone.

Ability to communicate effectively, verbally and in writing; prepare and analyze comprehensive reports; maintain quality work production while dealing with deadline pressures imposed from within and without the division; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications:

Professional certification such as CPA is preferred.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)