



Budget Manager

Job Description

Department: Clerk / Auditor
Position: Career Service
Grade: 516
Supervisory: No
Reports to: Financial Officer

Summary

Under the direction of the Financial Officer, performs various projects relating to finance and budget. Administers the countywide budget system and performs complex budgeting and analysis tasks. Assists the Financial Officer in his/her assigned duties.

Essential Functions

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

1. Conduct budgetary policy and procedure reviews and advise County administrators on methods to improve budgetary operations; propose, draft, and review updates of countywide budget policies and procedures.
2. Review budget requests to ensure they conform to budgetary guidelines, provide necessary information, and are accurate and complete.
3. Prepare the County's statutorily required budget schedules and submit final copies to the State Auditor; submit budget to Government Finance Officers Association (GFOA) for Distinguished Budget Presentation Award Program.
4. Configure, monitor, coordinate, and provide training for the countywide budget system.
5. Collect data, prepare time series analysis, and collaborate with County departments to project and prepare revenue/expenditure forecasts to create and manage an ongoing, multi-year budget.
6. Participate in budget discussions and decisions; make budget presentations to the Board of County Commissioners and the public.
7. Update annual budgetary fee schedules at the time of budget preparation and monitor fee payments for accuracy, compliance, and completeness.
8. Monitor and analyze budget throughout the year; provide up-to-date and accurate budget information to County administrators.
9. Compile, analyze, and present information on relevant current budgetary issues; prepare complex reports and present analyses and studies in both written and verbal format.
10. Act in the absence of the Financial Officer.
11. May assist with preparation of the County's annual financial statements.

For Office Use Only

Job Code: 2221
Job Title: Budget Manager
FLSA: Exempt
Effective Date: 6/12/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

12. Exemplify the desired culture and philosophy of the organization and department.
13. Work effectively as a team member with members of management and staff.

Knowledge, Skills, and Abilities

- Knowledge of effective budgeting principles, methods, and techniques including outcome based budgeting and multi-year budgeting
- Knowledge of governmental accounting principles, methods, and techniques
- Knowledge of general and cost accounting principles, methods, and techniques
- Knowledge of state and federal laws pertaining to work performed
- Knowledge of County policies and procedures
- Knowledge of the application of theories and organizational management principles and their relevance to a governmental entity
- Skilled in using computer software including word processing, spreadsheets, and databases
- Skilled in forecasting practices
- Skilled in analyzing a situation and making sound recommendations and presentations
- Skilled in managing situations with tact and sound judgement
- Skilled in carrying out programs and schedules
- Ability to professionally obtain information from, and provide information to, other departments
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to prioritize tasks
- Ability to work well under pressure and impending deadlines
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to train and lead others

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, telephone, printer, copier, shredder, and filing cabinet. Significant mental effort is required daily, and moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, and hear. Employee may work for sustained periods at a computer terminal, maintaining focus and attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree from an accredited college or university in public administration, finance, accounting, business, or related field.
2. Four (4) years of relevant work experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Master's degree from an accredited college or university in public administration, finance, accounting, business, or related field.
2. Experience in government fiscal accounting.
3. Certified Public Accountant (CPA) or similar, related professional certification.

Additional Eligibility Qualifications

1. Incumbent must be bondable.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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