



JOB SPECIFICATION
BUDGET SPECIALIST

Code 12180
Grade GS 51

General Purpose

Under general supervision, support the budget development process including maintenance, technical assistance and user training on the City's automated budget preparation system, oversee assigned department payroll, accounting and procurement functions; perform related fiscal administrative duties as assigned.

Typical Duties:

Perform file maintenance and data entry for the City's automated budget preparation database. Involves: Data entry to update the salary, benefits and staffing database. Add and create new positions, new fiscal year data, budget review and approvals. Update and revise the budget preparation manual and budget related forms. Update and maintain budget and financial information system files and tables by entering new index codes, sub-objects and other related updates. Update budget database monthly and upon conclusion of the fiscal year with actual data from the financial management system, generate and review reports of current and year-to-date expenditures and advise supervisor of any significant changes and variances. Assist in preparation and printing the consolidated expenditure report by department and generation of other management reports.

Participate in preparation, assembly and monitoring of the annual budget. Involves: Generate process control reports for position/budgetary control. Maintain the position control system. Interpret budget data to produce summary documents and financial schedules in spreadsheet or graphic form. Verify that budget data is balanced and in correct format. Monitor monthly review of appropriations, expenditures, revenue and encumbrances. Perform management research studies and multi-year financial forecasting. Oversee and participate in departmental payroll process. Review timesheets, exception reports, and data entry. Reconcile departmental payroll, accounts receivable and payable. Ensure proper control of fund expenditures, maintain security of the City's credit card for travel related purchases and reconcile monthly statements. Receive and post budget transactions (transfers, personnel requisitions, etc).

Provide technical assistance and user training to area of assignment users. Involves: Assist system users. Identify system enhancements and coordinate changes or revisions with programmers. Maintain system security and assign passwords. Prepare training materials and provide training to system users.

Perform routine record management duties. Involves: Review records retention schedules and governmental standards. Classify records. Determine timetable to transfer records to storage or schedule for destruction, retrieve records upon lawful request. Safeguard records and prepare for records retention or destruction. Schedule and arrange for disposal of records upon authorization. Process all travel requests and reconciliations for submission to analysts, reviewing for compliance with City policy.

May supervise clerical support employees. Involves: Assign, schedule, guide and monitor work. Appraise employee performance. Counsel, motivate and maintain harmony. Identify and resolve staff differences or deficiencies. Enforce personnel rules, regulations and work standards.



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Knowledge, Skills, and Abilities

- Application of considerable knowledge of personal computer operation, including spreadsheet, data entry, word processing and graphics applications.
- Application of good knowledge of network, payroll, accounting and human resource management systems and their interface with personal computer applications.
- Application of some knowledge of modern municipal accounting principles and practices, and some knowledge of public records retention statutes, regulations and procedures in area of assignment.
- Application of some knowledge of adult learning principles to plan and conduct system training programs.
- Interpret oral, written, quantitative and electronic information dealing with financial and budgetary data to identify, analyze and extract pertinent data to produce analytical reports.
- Attention to detail and established deadlines; prepare and maintain detailed records in an automated environment.
- Establish and maintain effective working relationships with department directors or supervisors, employees, and coworkers.
- Clear, concise oral and written communication to develop and present reports to management and training to system users.
- Safely operate common office equipment, personal computer and related applications such as word processing, payroll, accounting, financial, graphics, spreadsheet and database programs.

Other Job Characteristics

- Work requires extended periods of sitting, repetitive motion such as typing, data entry and vision to monitor.
- Work requires extended periods of mental concentration, research and analysis.

Minimum Qualifications

Education and Experience: An Associate's degree in information technology, business or public administration, accounting, payroll or a related field, and two (2) years of budget or accounting support experience.

Licenses and Certificates: None.