

JOB TITLE: Coordinator, Department Budget

JOB CODE: 02.07

GRADE: 17

CLASSIFICATION: Exempt

PURPOSE OF POSITION: The primary purpose of this position is to prepare and monitor the annual operating and capital budgets and to provide required budgetary and other financial reports and statements.

MINIMUM QUALIFICATIONS: An Associate Degree in Business Administration with major course work in Accounting or in a closely related field, plus four (4) years in state or local government budgetary development and administration; or a Bachelor Degree; or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities in lieu of educational requirements.

SPECIAL REQUIREMENTS:

- Knowledge of generally accepted accounting principles as applied to governmental accounting, auditing, budget development and financial reporting.
- Knowledge of modern office management practices, procedures, and equipment, particularly as applied to budgetary and accounting systems.
- Knowledge of accounting principles, methods, and practices of municipal finance.
- Knowledge of the laws and regulations controlling governmental accounting and financial reporting.
- Ability to analyze complex financial transactions, records, and reports.
- Ability to plan, direct, and supervise subordinate accounting and clerical employees in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with other employees, departments, and the general public.

ESSENTIAL FUNCTIONS:

- Develops the annual operating and capital budgets for the Department and monitors encumbrances and expenditures, including current year revised budgets, as well as, proposed budgets for the next fiscal year, including operational or costs centers.
- Determines possible sources of funds available for budget transfers to permit new or revised budget encumbrances and expenditures including Purchase Orders and other charge documents.
- Works closely with Supervisor and Finance Department in reconciling accounts and statements with those of the Finance Department.
- Works closely with Supervisors in the content of annual physical inventory of fixed assets and with others in taking of a physical inventory of equipment and stockroom items.
- Acts as liaison between Project Managers and outside consultants in the processing of payments from bond funds to assure that billings are processed for payment by the Accounting Department on a timely basis.
- Audits encumbrance, expenditure, and other accounting related documents for legality and correctness of account code and amount.

- Participates in the preparation of weekly, monthly, and annual financial reports for internal and external purposes.
- Assists in establishing and maintaining computer records for departmental expenditure transactions and available balances.
- Analyzes financial transactions, records, and reports and makes appropriate adjusting or original journal entries.
- Accounts for and reconciles accounts of tangible real and personal property.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Contacts are with other employees within the Department, employees in the Finance Department, General Services contract and purchasing employees and with consultants relative to billings from bond funds. Contacts are for the purpose of obtaining and providing information and in the resolution of problems and questions arising in the preparation and review of budget and accounting documents.

SUPERVISION RECEIVED: Broad general guidance and direction is received from Department Director or designated representative. However, the incumbent is relied upon to carry out his day-to-day duties and responsibilities largely on his/her own judgment and initiative. New and unusual problems are discussed with Supervisors to receive needed guidance and assistance.

SUPERVISION EXERCISED: Provides direction and guidance to, and reviews the work of, clerical, accounting, and other personnel as assigned for particular projects and operations.

PHYSICAL REQUIREMENTS: This is office work that requires limited physical effort. Position requires visual acuity for reviewing, checking, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

ORGANIZATION STATUS: Under the direction of and responsible to the Department Director or designated representative.