

Kane County

Job Description



Job Title: Budget Officer	Job Code:
Division: Finances	Effective Date: 06/13/16
Department: Commission	Last Revised: 06/13/16

GENERAL PURPOSE

Performs **administrative, professional and first-line supervisory** duties as required to expedite the duties of the County Budget Officer.

SUPERVISION RECEIVED

Works under the supervision of the County Commission.

SUPERVISION EXERCISED

Provides close supervision to Budget Officer Employees, if any.

ESSENTIAL FUNCTIONS

Acts as Budget Officer for the County as described in Utah Code Sections 17-19a-203 “Budget Officer” and 17-36-1 et. al. the “Uniform Fiscal Procedures Act for Counties” (the “Act”).

Prepares an annual tentative budget and budget for all funds for which a budget is required by the uniform system of budgeting, accounting, and reporting. Assists all county offices and departments in creating a budget and conforming with the requirement of the Act and other provisions of State Code and County Ordinances. Assist the County Commission in the process of completing and adopting the Budget each year through the process outlined in the Act.

Works to implement commission approved policy and coordinate budget operations between the Treasurer, Auditor and Commission as well as to provide visibility and accountability of all financial information by and between elected officials and the departments, including Information and Technology, Clerk and Human Resources Departments.

Prepares financial statements as outlined in the Act (17-36-36). Prepares other financial reports as required by law and as directed by the Commission, monthly, quarterly, and annually. Works with an independent auditor to prepare and present an annual financial report under the Act (17-36-37 and 38). Maintains financial records of the County and reconciles all accounts monthly with the County Treasurer.

Assists the Commission in developing, implementing, maintaining, improving, reforming and revising Internal Control structures under the Act (17-36-45). Performs any duties assigned under these Internal Control structures.

Performs Accounting Services as directed by the Commission and County Ordinance under Utah Code 17-19a-205. Performs Financial and Performance Audits on the County Auditor’s Office and as further assigned and requested under the County Commission authority to audit.

Performs other duties as required by State Code, County Ordinance or Resolution, or as otherwise assigned by the County Commission.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from an accredited university with a Bachelors Degree in Accounting or related field (Preference and increased pay award for CPA license);
 - AND
 - B. Masters Degree and/or three (3) years of experience in accounting; preference for those with governmental financing experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of the principles of accounting and their application; Utah Code regarding county budgeting and governmental financial procedures, constitutional provisions and local ordinances as they apply to county government and its financial operation; and computer accounting systems or programs including spreadsheets (excel preferred). **Working knowledge of** principles of supervision; budget development and fiscal management.

Considerable skill in accounting and cooperative problem solving; leadership and organizational behavior management; skill in the operation of Computers and multiple software programs.

Ability to successfully conduct the County Budget process; supervise subordinates, if any; meet the accounting and budgeting demands of multiple offices and departments.

3. Special Qualifications:
Preference for a currently licensed CPA in good standing.

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. Physical dimensions include walking, standing, stooping, sitting, reaching, talking, etc. Interpersonal communication skills essential to job functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

ADA ACCOMMODATIONS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job changes. The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Kane County fully complies with THE AMERICANS WITH DISABILITIES ACT (ADA)

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