



## Salt Lake County Job Description

# Associate Budget Administrator

**DEPARTMENT:** Mayor's Office

**JOB CODE:** 058 **GRADE:** 18

**SALARY PLAN:** GEN

**SAFETY SENSITIVE:** No

**DIVISION:** Mayor Financial Administration/1022

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** 08/28/2015

### **JOB SUMMARY**

Assists the Director of Planning and Budget in developing, executing, and overseeing the preparation, monitoring, analysis, and reporting of the County budget.

### **MINIMUM QUALIFICATIONS**

Master's degree from an accredited college or university in Accounting, Finance, Mathematics, Economics, Business Administration, Public Administration, or other closely related field, plus four (4) years' experience in a field closely related to these duties, of which two (2) years must have been in a supervisory or administrative capacity; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Assists in monitoring budgets including revenues, expenditures, and budget projections.
- Prepares budget recommendations, requests, reports, proposals, and/or projections.
- Assists in developing budgets including fund allocation, revenue collection, budget projections, and expenditures.
- Researches and reviews financial records, schedules, and reports; assists in identifying and addressing problem areas.
- Assists in reconciling financial statements and reports.
- Analyzes, summarizes, and/or reviews data; reports findings, interprets results, and/or makes recommendations.
- Assists in developing and/or interpreting fiscal statements and reports.
- Assists in managing budget activities and providing fiscal information including forms, reports, and routines.
- Provides consultation, makes recommendations, gives appropriate advice, and/or facilitates the decision making process.
- Reviews legislation to determine impact on County operations. Gives recommendations regarding implementation of passed legislation.

- Assists with fiscal management of the Capital Projects Revolving Fund.
- Supervise staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Statistical theory and application
- General, Government, and Cost accounting principles, methods, and techniques
- Effective budgeting principles, methods, and techniques
- Government Finance Officers Association (GFOA) standard for budget reporting and disclosure
- Organizational principles and techniques
- Effective public relations
- Utah Code Annotated and related State and Federal rules and policies
- County policies, ordinances, and procedures
- Revenue forecasting practices
- Effective leadership, management, and supervision principles and practices

### **Skills and Abilities to:**

- Provide technical and policy leadership and direction
- Perform effective project management
- Prepare financial reports and documentation
- Provide quality customer service
- Use computer software related to job-specific duties
- Perform financial analysis and interpretation
- Effectively use financial database programs
- Perform economic forecasting
- Remain current on technology changes
- Analyze and make recommendations for changes in procedures and financing processes
- Communicate clearly, concisely, and effectively both orally and in writing
- Interact effectively with individuals at various levels and maintain positive working relationships with County agencies
- Effectively plan, organize, and perform tasks even under stressful situations
- Act independently and use sound judgment

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a professional office environment.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 08/28/2015 SM