



Salt Lake County Job Description

Associate Budget Administrator

DEPARTMENT: Mayor's Office

JOB CODE: 058 **GRADE:** 18

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