



Brazos County Job Description

Last Updated: September 2012

Template Revision 1.2 08/15/2012

Class Number:	212	Title:	Budget Officer
Pay Group:	NA	Department:	Budget Officer Administration
FLSA Status:	Exempt	Reports To:	Commissioners Court
Approved Date:		EEOC Category:	Professionals

General Summary:

Manages and assists with planning, organizing, development, implementation & monitoring of the County's annual budget. Performs financial & statistical analysis needed to support decision making by elected officials and department heads.

Essential Duties:

Preparation of the annual County Budget: distributing Budget information to all County departments; holding departmental budget workshops; gathering and processing budget requests from all County departments; preparing a Proposed Budget to present to Commissioners Court; holding departmental budget hearings to discuss funding levels and other policy issues; implementing the adopted budget.

Maintenance of the Adopted Budget throughout the fiscal year processing of Budget Amendments; processing of Intra-Departmental Operating Transfers.

Preparation and distribution of Budget Documents: Adopted Budget, Operating Budget, Capital Improvement Program

Providing financial analysis and advising the County Judge and Commissioners Court.

Other Duties as assigned.

Supervision

Received: From Commissioners Court

Given: This is a supervisory position and provides direction to staff.

Education

Required: Bachelor's degree in accounting/management.

Preferred: CPA or Master's degree preferred.

Experience

Required: 5 years accounting/ budgeting experience. Governmental experience.

Preferred:

Certificates, Licenses, Registrations

Required: Certified Public Account (CPA) certification.

Preferred:

Physical Demands

Typical: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Generally Accepted Accounting Principles (GAAP); state statutes governing the operations of county offices; internal auditing techniques; governmental accounting, acceptable reporting practices and techniques for governments; principles of financial management; budgetary techniques; personnel policies and procedures; and standard office practices.</p> <p>Establish and maintain effective working relationships with county employees, representatives of governmental agencies, vendors, and the general public; communicate effectively, both orally and in writing; operate standard work processing and spreadsheet software; read and interpret standard policies and procedures; mathematical aptitude; analyze and interpret data; deal with the public. Good verbal and math aptitude including analytical skills; good communication skills required; PC & Windows experience.</p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>

<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. The employee must frequently perform multiple tasks simultaneously, change tasks, perform tedious exacting work, and work closely with others as part of a team.</p>