

BUDGET OFFICER (PT)

JOB CODE: 2011
LOCATION: Tioga County Budget Office
CLASSIFICATION: Unclassified
SALARY: Non-Union
ADOPTED: 03/11 Reso. 97-11; 02/20; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position is appointed by and serves at the pleasure of the County Legislature, responsible for directing, administering, establishing and maintaining the County's Budget, including the Capital Improvement budget, and Special Project budgets consistent with the State and Federal laws and guidelines. The Budget Officer evaluates and recommends budget and financial management strategies to maintain and improve the financial condition of the County. This work involves development and utilization of accounting procedures to oversee and improve budgetary operations of the County, as well as collaboration with the County Treasurer regarding financial outlooks; this position shall be physically located within the Treasurer's Office suite to facilitate said collaboration. The work is performed under the general supervision of the County Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Administers the budget and manages the budget module of the Countywide financial and accounting system throughout the year in compliance with County policy, to include: advises, guides and assists Departments in managing their budgets in compliance with policy, procedure and legal requirements; suggests alternative solutions to Department budget issues and concerns; approves budget adjustments within County policies; monitors, evaluates and projects actual performance against budget; reports material variations and recommends financial management changes to budget adjustments requiring Legislative approval;
- Directs the development of County-wide accounting policies and procedures;
- Interacts with accounting staff from all departments to provide advice, direction and to resolve accounting problems;
- Plans, organizes, schedules, and coordinates the countywide operating and capital budget preparation and adoption cycle to comply with State statute, which includes: Development and implementation process, forms, instructions, requirements, and guidelines according to recommended best budgeting practices; forecasting multi-year fiscal requirements and recommending budget; reviews Department budget requests and materials; participates in budget meetings with Departments and the County Legislature; prepares proposed budget; designs and publishes adopted budget documents; prepares and submits various required certifications and reports to State agencies.
- Designs the County's budget program to be utilized by all Departments and works with Information Technology to have said program developed;
- Reviews and advises the Legislature on requests for Legislative Actions or draft Resolutions pertaining to budgetary items;
- Attends Legislative Work Sessions, providing detailed budget updates to the Legislature;
- Assists the County Treasurer on special projects such as making financial projections, developing improved methods for County financial control;
- Directs the control and administration of the County Budget, Capital Improvement Budget and Special Project budgets by working with County Departments to monitor revenues, expenditures and staffing to assure within approved budget;
- Assists the County Legislature in establishing Long & Short-term goals for Tioga County;
- Provides grant-writing assistance to Departments, and monitors fiscal administration of awarded grants;
- Determines appropriate maximum charge backs to County departments;
- Proposes the County Budget to the Legislature and conducts all budget related meetings;
- Schedules and conducts the Public Hearings on the County Budget, explaining the County Budget to County residents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of accounting; thorough knowledge of GASB requirements; good knowledge of the principles and practices of public fiscal administration; good knowledge of modern account-keeping

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practices and terminology; working knowledge of the terminology, practices and procedures of Financial Information Systems; knowledge of the political and organizational structure of Tioga County government; knowledge of the mission, strategic direction, policies and procedures of Tioga County; knowledge of the State and Federal laws that apply to budget development and administration in Tioga County; knowledge of County funding sources and revenue streams; knowledge of the County wide financial, budget, and payroll information systems; skill in budget forecasting and trends analysis; ability to understand the relationship of the central budget and accounting procedures to department operations; considerable ability to analyze technical, complicated financial matters and prepare responsive, objective options for consideration by the County Legislature; ability to prepare and present accurate correspondence, records and reports; good oral communication skills; ability to understand and carry out complex oral and written instructions; must possess initiative, resourcefulness, accuracy, integrity and good judgment; physical condition commensurate with the demands of the position.

PREFERRED QUALIFICATIONS (Either):

- Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, public administration or a related field, which included or was supplemented by at least twelve credit hours in Accounting AND two years of full-time accounting experience or its part-time equivalent; **OR**
- Graduation from a regionally accredited or New York State registered two year college with an associate's degree in accounting, public administration or related field which included or was supplemented by at least twelve credit hours in Accounting AND four years of full-time accounting experience or its part-time equivalent; **OR**
- Any equivalent combination of training and experience outlined above.