

ORANGE COUNTY CLASS SPECIFICATION

TITLE: BUDGET TECHNICIAN **GRADE:** 10

TITLE ABBREVIATION: BUDGET TECH **TITLE NO.:** 6114

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: BUDGET **DIVISION:**

SUPERVISOR'S TITLE: BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for delivery of technical services within the Division of Budget and to staff in other departments. The work is performed in accordance with established policies and procedures and involves the timely and accurate processing of budget forms, tracking of expenditures, correcting errors that appear in the County's accounting system, monitoring of budget reports, and providing training to financial staff in other County departments. Work is performed under the general supervision of the Budget Director, with latitude allowed for the exercise of independent judgment within established County budget policy. Supervision may be exercised over subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews various budget forms and contracts to determine accuracy and appropriateness of the request or expenditure;

Confers with financial staff in other county departments/divisions to promote complete and accurate financial requests and reports;

Enters and audits financial system data related to equipment, travel and other County departmental requests, using financial system software;

Examines and corrects accounting system error reports, contacting appropriate departments/divisions as required;

Develops and implements training sessions in fiscal procedures to increase proficiency of appropriate department/division staff;

Develops, with the Records Manager, a schedule of records retention and archiving;

Develops and monitors internal division budget and orders supplies;

Develops and monitors small project budgets as required;

Tests new financial system software;

Uses computer applications and other automated systems such as spreadsheets, word processing, e-mail, or other database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the processes involved in the preparation and approval of budget allocations and allocation changes; good knowledge of Orange County Government organization and operation of its budgetary procedures and practices; good knowledge of the mechanics of the budget process; working knowledge of fiscal personal computer programs; skill in the use of the County's financial system software; ability to follow through on assignments involving detailed procedures; ability to communicate well with others, both orally and in writing; accuracy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Associate's Degree* or higher in Accounting, Business Administration or a related field, and one (1) year of experience in budget-related or statistical work activities; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (A) above;
- (C) An equivalent combination of training and experience as defined in (A) and (B) above.

NOTE: Completion of 60 credit* hours which shall have included 18 hours in accounting or business administration may be substituted for an Associate's degree.

*Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.