



CLASSIFICATION NO. 075

Established: 9/14

Revised: 11/19

FLSA: Non-Exempt

EEO: 5

## **BUDGET COORDINATOR**

### **CLASS CHARACTERISTICS**

Under direction, to perform journey-level budget duties; to comply with State of Oregon Local Budget Law; to coordinate and participate in preparing the County- wide and agencies' budgets, monitoring fiscal operations, developing budgetary resources; to track budget information; and to do other work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Finance serves the public and internal customers by providing timely and accurate fiscal and debt information, evaluating financial alternatives and coordinating among departments to meet the County's public service goals. The Budget Office is responsible for coordinating the budget process throughout the year with revenue and expenditure monitoring and budget changes. The Budget Office also produces the County cost allocation and indirect cost plans.

The Budget Coordinator performs journey-level budget work in support of the County-wide budget planning process. Work may be focused on a specific aspect of budget preparation, and/or to coordinate the overall planning process. Work is subject to review by the Budget Manager. There is limited responsibility to recommend action or advise management on budget operations.

The Budget Coordinator is distinguished from the Budget Analyst who performs professional analysis and technically complex budget duties. It is also distinguished from the Accounting Specialist series, which performs a variety of specialized paraprofessional accounting work in support of the preparation, review, processing and maintenance of financial records within the accounting function.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Supports the annual budget planning process by coordinating schedules, identifying and communicating status and deadlines, and gathering and preparing materials.
2. Compiles and updates information and data for analysis
3. Provides technical assistance to departments regarding the County fiscal and budget policies and procedures and budget management software application; reviews department budget estimates and verifies for correctness, accuracy, and completeness.

4. Assists in the preparation of the budget manual and various budget books developed at different stages of the budget planning process.
5. Develops budget tools and other helpful information for departments. Keeps Budget Office portion of County website and intranet up to date.
6. Coordinates response to government surveys, questionnaires and other requests for information, including County Assessment Function Funding Assistance (CAFFA) grant application and LB form required by Oregon Department of Revenue.
7. Coordinates and compiles budget items for Supplemental Budget requests, prepares forms to ensure the County's compliance with State budget laws related to appropriations, revenues, notices and publications.
8. Assists in monitoring and reviewing payroll, fringe benefits, and expenditure accounts for accuracy as budget is spent during the fiscal year.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Techniques used to locate errors in budget records; budgeting policies, procedures and operations; computerized finance systems and how they aid in compiling, maintaining and using financial information; general office practices and procedures; application and use of standard office equipment; general laws and rules regulating and influencing governmental fiscal operations; data processing as it relates to accounting records and applications.

Skill to: Use financial management software and reporting systems; generate and reconcile budgetary reports, statements, projections and schedules; interpret and apply budget and fiscal-related laws, ordinances, rules, regulations, policies and procedures; prepare and maintain accurate reports, spreadsheets and budget records; apply and adapt established budget principles and procedures to a variety of County fiscal applications; coordinate planning processes, organize documents and oversee logistics; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with co-workers, managers, customers, and the general public.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.