

BUDGET TECHNICIAN

Code No.: 4-01-013
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position responsible for performing a variety of budget and financial related activities for a county department or town, village, or school district. Duties include budget development, budget monitoring, financial record keeping, preparation of financial reports and/or payroll administration. This position differs from Assistant Budget Technician by virtue of performing more complex duties independently such as ensuring expenses are properly allocated, expenditure tracking, and reporting on spending trends as opposed to assisting staff with these duties. The employee reports directly to, and works under general the supervision of a Senior Budget Technician or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Monitors department or agency budget to ensure expenditures are within appropriations;

Tracks prior expenditures and planned initiatives;

Reviews internal costs, develops charge-backs, and ensures expenses are properly allocated;

Develops required monthly, quarterly and special financial reports;

Develops reports on spending trends related to items such as purchase orders and cost of activities;

Assists in preparation of long and short term cost projections and analysis;

Monitors and administers the terms and conditions of grant contract agreements and ensures funds are properly accounted for;

Maintains records relative to budget preparation and maintenance of budget;

Monitors and administers purchase orders and contracts for the department or agency;

Monitors payroll preparation including authorizations, terminations, promotions, and salary adjustments and assists with budget and salary monitoring.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of effective principles of budget monitoring and control; good knowledge of cost projection, revenue and expenditure trending, and program analysis; good knowledge of the practices of financial record keeping; working knowledge of applicable reimbursable programs, projects, and services; working knowledge of basic research techniques and statistical manipulation involving the budget development and control process; working knowledge of application of computer systems to financial analysis; working knowledge of principles and practices of government accounting; working knowledge of payroll preparation and monitoring; working knowledge of purchasing procedures and contract bids; working knowledge of public administration and agency fiscal planning; ability to assemble, analyze, and organize material into effective and meaningful reports; ability to establish and maintain professional relationships; ability to communicate effectively both orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree in Business Administration, Public Administration, Accounting, Economics, Finance, Mathematics, Statistics, or a closely related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university

with an Associate's degree in one of the fields mentioned above, plus two (2) years paid full-time or its part-time equivalent experience in accounting, budget activities, or financial activities,; OR,

- (C) Four (4) years paid full-time or its part-time equivalent experience as described in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: October 24, 1985
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