



Assistant Budget Manager

Job Description

Department: Auditor
Position: Career Service
Grade: 728
Supervisory: Supervisor
Reports to: Budget Manager

Summary

Under general guidance and direction of the Budget Manager, performs various projects related to finance and budget. Assists with administering the countywide budget and related system and performs complex budgeting and analysis tasks. Assists the Budget Manager in his/her assigned duties. Incumbents in this classification perform the duties of the Budget Manager in the event of his/her absence.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist Budget Manager with conducting budgetary policy and procedure reviews.
2. Ensure budget requests conform to budgetary guidelines, provide necessary information, and are accurate and complete.
3. Assist with preparing the County's Tentative Budget and related schedules and submit the adopted Final Budget to the State Auditor.
4. Administer the ongoing county-wide budget training program.
5. Conduct revenue/expenditure forecasts and present the ongoing, multi-year budget forecast for Budget Manager review.
6. Participate in budget discussions and decisions; make budget presentations to department leadership.
7. Analyze internal service fund (ISF) budgets and conduct rate analysis; review and update department fees, as needed.
8. Monitor and analyze budget throughout the year; provide up-to-date and accurate budget information to the Budget Manager.
9. Compile, analyze, and present information on relevant current budgetary issues; prepare complex reports and present analyses and studies in both written and verbal format.
10. Consult regularly with department leadership on budget issues; prepare monthly analysis of departmental budgets, and present to the monthly internal finance committee.

For Office Use Only

Job Code: 2112
Job Title: Assistant Budget Manager
FLSA: Exempt
Effective Date: 8/11/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Supervisor

11. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
12. Identify, evaluate, and resolve personnel concerns.
13. Evaluate performance and conduct performance appraisals.
14. Assist with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
15. Ensure submitted commission agenda items have sufficient budgetary funds identified and available.

Knowledge, Skills, and Abilities

- Knowledge of effective budgeting principles, methods, and techniques, including multi-year budgeting
- Knowledge of governmental accounting principles, methods, and techniques
- Knowledge of state and federal laws relevant to work performed
- Knowledge of County policies and procedures
- Skilled in applying relevant theories and organizational management principles
- Skilled in using computer software, including budget software, word processing, spreadsheets, and databases
- Skilled in forecasting practices
- Skilled in analyzing data and making sound recommendations
- Skilled in managing situations with tact and sound judgment
- Skilled in implementing financial programs and schedules
- Ability to consult with County staff regarding budget needs and practices
- Ability to maintain cooperative relationships with leadership and other personnel
- Ability to prioritize tasks
- Ability to work well under pressure and impending deadlines
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to train and lead others

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but the incumbent may be required to work in multiple job locations and hold meetings at multiple job sites. This role routinely uses standard office equipment such as a laptop, telephone, printer, copier, shredder, and filing cabinet. Significant mental effort is required daily, and moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines. The noise level in the work environment is usually moderate.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, and hear. The employee may work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, the ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift or otherwise move supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Master's degree from an accredited college or university in public administration, finance, accounting, business, or related field.
2. Two (2) years of relevant work experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with work experience in government budgeting or accounting.

Additional Eligibility Qualifications

1. Incumbent must be bondable.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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