

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does Not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date: 4/4/2018 **Department:** Business Services (2106)
Title: Budget Analyst II (0186) **Reports To:** OMB Manager
Pay Grade/Salary Range: PG- 112 \$41,345.05 - \$64,084.83 **Closing Date:** Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

This is a professional position responsible for conducting both technical and fiscal analysis of budget information required by County departments and outside agencies.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Assists the OMB Manager in analyzing and evaluating budget requirements of various County departments and outside agencies.
- Assists in the preparation of annual and periodic projections of estimated County revenues and expenditures.
- Assists in the establishment of County operating and capital improvements budgets.
- Reviews and formulates recommendations regarding present and future fiscal requirements of County funded activities.
- Conducts research and analysis necessary for review and control of individual department budgets.
- Assists the County Budget Officer in reviewing specific departmental expenditure requests and prepares budget amendments accordingly.
- Coordinates budget related activities with the Finance Department of the Clerk of Court and other elected officials and agencies.
- Inputs required fiscal data into the County database and budget software.
- Responsible for project database management.
- Responsible for tracking and monitoring impact fee collections, in accordance with applicable requirements.
- Performs clerical and secretarial duties as required.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting principles, practices, and procedures.
- Knowledge of and ability to translate Florida State rules and regulations applicable to the budgetary process.
- Ability to utilize computer software programs, including database software to analyze financial data in a network environment and make appropriate recommendations for adjustments.

Knowledge of County organization, practices, and functions.

- Ability to read, understand, and communicate laws, ordinances, resolutions, and contracts.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.
- Ability to utilize computer software programs such as Microsoft Office Suite that includes Word, Excel spreadsheet, PowerPoint, and other database software.

PHYSICAL SKILLS:

The person in this position: Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in Accounting, Finance, or Business Administration and a minimum of three (3) years of experience in government accounting and two (2) years of office experience or an Associate's degree with a minimum of eight (8) years of experience in government accounting.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License.

A Certified Government Finance Officer (CGFO), Certified Public Finance Officer (CPFO) or Certified Government Financial Manager (CGFM) certification is preferred.

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.