



**POSITION:** Administrative/Budget Assistant  
**CODE:** 2060  
**FLSA:** Non-Exempt

**DEPARTMENT:**  
**GRADE:** 114N  
**DATE:** 3/99; Rev. 11/16

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**POSITION SUMMARY:** Responsible for the fiscal administration of federal and state grant programs, general ledgers, departmental expense reconciliation, federal and state financial reports; other duties as assigned.

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**ESSENTIAL FUNCTIONS:**

1. Assist with the preparation of State and County budgets, including receiving revenues from all sources and disbursing funds into specific programs;
  2. Coordinate and revise budgets to ensure that Federal and State grants are disbursed in appropriate MUNIS and area plan format;
  3. Revise budgets based on final allocations and prepare budget amendments and transfers;
  4. Track expenses and balances;
  5. Perform accounting and budgeting analysis to find and fix discrepancies in records and in Finance Office;
  6. Perform fiscal year close-out procedures in accordance with State and Local government policies;
  7. Assist with state and local audits;
  8. Prepare monthly, quarterly and annual financial status reports and requests for funds;
  9. Set up individual program ledgers to reflect budgets, including a variety of revenue sources and line items for each assigned program, grant, and project codes;
  10. Assist with the verification of available funds for purchase requisitions and track purchase orders;
  11. Supervise and/or prepare invoices for payment, including assigning and verifying expense codes and forwarding to director for signature;
  12. Supervise the tracking of cash receipts, trip sheets, and shopping program checking account;
  13. Prepare quarterly transportation performance summary standard reports;
  14. Report to work regularly or as directed; and
  15. Perform all other duties as assigned.
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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the functions, procedures, policies, organization, and governing laws and regulations of the assigned unit;
  2. Knowledge of accounting procedures and ability to maintain budget records;
  3. Strong organizational skills;
  4. Ability to maintain confidential information;
  5. Ability to communicate effectively both verbally and in writing;
  6. Proficiency with computer operations to include Microsoft Office and all related software;
  7. Thorough knowledge of modern office procedures and equipment; and
  8. Knowledge of Federal and State grants.
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**REQUIRED EDUCATION AND EXPERIENCE:**

1. Associate's Degree in Accounting, or closely related field from an accredited college or university;
  2. Bachelor's Degree in Accounting, or closely related field preferred; or
  3. Three (3) or more years' of related accounting experience; and
  4. Twenty-four credit hours of accounting to include at least one Government Accounting course;
  5. Valid Driver's License.
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**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

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The above description is not intended, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.

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