



COUNTY OF NYE

CLASS TITLE: BUDGET TECHNICIAN

BASIC FUNCTION:

Under the direction of the Finance Director (Comptroller), or designee. Performs routine accounting work related to the maintenance of financial records, reviews financial transactions, produces reports and statements, and provides direct support to management as needed.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries.
2. Examines supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies and appropriate regulations.
3. Prepares accounting records; trial balances and financial reports for Management. Compiles and prepares journal entries, accounts receivables and periodic reconciliations of general ledger; makes correcting entries as required.
4. May compile departmental operational and/or capital improvement figures, review, and recommend authorization of expenditures; completes budget adjustments among funds as needed.
5. Reviews invoices, ensures proper documentation, balances against requisitions, purchase orders and contracts and authorizes payment.
6. Reviews various accounting and financial documents for accuracy and appropriateness.
7. Confers with operating staff, vendors, contractors and others regarding invoices and payment status.
8. Maintains accurate records and files.
9. Assist Comptroller with developing an annual budget process schedule, instruction package, and coordinate dissemination of the instruction package to all county entities involved in the budget process. Assists Comptroller in compiling budget information returned from department heads and elected officials.
10. Compiles budget and financial information to assist the outside auditor in researching, and compiling data for the annual audit report.
11. May assist Grant Manager with grant research, and assist with monthly, quarterly or annual financial reporting.

QUALIFICATIONS

Knowledge of:

General knowledge of principles and practices of public administration; governmental fund accounting; basic accounting functions and concepts; contract review and administration; computer systems and records administration; and pertinent state and federal laws and regulations.

Skill in:

Explaining and training others in work-related policies and procedures.

Ability to:

Coordinate multiple projects and deadlines; and communicate effectively orally and in writing to various levels within the organization and with outside agencies.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High School diploma or general education degree (GED); and 3-5 years progressively responsible accounting experience for a public agency; or equivalent combination of related education and experience.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

None

CONTACTS:

Co-workers; department heads and personnel; elected officials; County Manager and Board of Commissioners; town staff members; outside vendors and consultants; and the general public.

PHYSICAL EFFORT:

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

Coordination and vision to use keyboard and video display terminal sometimes for prolonged periods. Strength, dexterity and coordination to handle files and various documents. Occasional lifting of items weight up to 25 pounds such as files, stacks of paper, and other materials. Endurance and vision to drive for extended periods of time throughout the county and state.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment; limited exposure to dust, fumes, odors or noise; occasional travel within the county and state.