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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 70171**

**BUDGET OFFICER**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

Duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Budget Officer may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



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### Summary of Essential Duties

The primary purpose of the Budget Officer position is to perform budgeting duties for the entire agency. This includes maintaining expenditures, reconciling budget accounts, and balancing the budget with the county auditor.

#### Duties

Frequency: 60% +/-15%

- I. Performs budgeting duties for the entire agency.
  - A. Prepares and compiles agency budget.
  - B. Monitors, analyzes and reviews operating budget.
  - C. Maintains expenditures for agency.
  - D. Makes budgetary projections.
  - E. Balances budget with county auditor.
  - F. Reconciles budget accounts and monthly reports with state.
  - G. Prepares allocation reports.
  - H. Provides budgetary information to management.

Frequency: 20% +/- 10%

- II. Performs fiscal duties for the agency.
  - A. Collects data for fiscal reports.
  - B. Analyzes data for fiscal reports.
  - C. Maintains fiscal accountability for budget programs.

Frequency: 15% +/- 4%

- III. Performs auditing functions for the agency.
  - A. Examines and verifies various files, accounts, records and reports.

Frequency 5% +/- 2%

- IV. Operates various office machines.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
BUDGET OFFICER**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Bookkeeping practices; Auditing procedures; Accounting principles; Budgeting functions and projections; Intermediate mathematical principles.	Oral communication; Organization; Writing.	Collect data; Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals and percentages); Maintain accurate records; Writes financial reports (e.g., allocations); Read, copy and record figures; Gather, collate and summarize data; Perform a variety of budgeting functions.
<b>II</b>	Fiscal report writing; Bookkeeping practices; Auditing procedures; Accounting principles; Intermediate mathematical principles; Budgeting functions.	Organization; Writing.	Collect data; Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals and percentages); Maintain accurate records; Analyze data for fiscal reports; Maintain fiscal accountability; Read, copy and record figures; Gather, collate and summarize data; Write fiscal reports; Perform statistical operations to produce fiscal reports.
<b>III</b>	Bookkeeping practices; Auditing procedures; Accounting principles; Intermediate mathematical principles; Budgeting functions.	Organization.	Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals and percentages); Maintain accurate records; Perform basic auditing duties; Read, copy and record figures.
<b>IV</b>	Office practices and procedures; Office equipment.	Operating machines (e.g., photocopier, fax, telephone).	Operate office equipment.



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### **Minimum Qualifications**

- Completion of undergraduate major core coursework in business management with an emphasis on budgeting, accounting or similar field of study.
- Or completion of eight accounting courses at the college level.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires no unusual physical effort. The work is mostly sedentary. The position involves very limited probability of an injury, but minor risks of injuries involving an office setting, such as tripping and falling exist.