

SNOHOMISH COUNTY JOB DESCRIPTION

BUDGET TECHNICIAN, SENIOR

Spec No. 2041

BASIC FUNCTION

To provide technical support for the development of the county indirect cost allocation plan, the annual budget, and the comprehensive annual financial report of the division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Establishes and maintains budget records for all county departments; verifies, corrects and balances proposed departmental budgets; analyzes discrepancies and corrects errors; prepares organization charts.
2. Creates computer project files to produce revenue/expenditure summary data and other information as required.
3. Gathers data to identify departments to be included in the indirect cost allocation plan; determines departmental costs and methods of distribution; prepares allocation worksheets and submits to outside contractors for technical review; analyzes completed plan and determines indirect cost amounts to be included in fixed cost section of budget instruction manual.
4. Assists in the maintenance of the county financial system by coding accounts, adding new objects and recording budget actions; prepares memos, draft motions, researches and produces various reports.
5. Assists county departments, other governmental agencies and the general public by providing a variety of technical information concerning the annual budget and budget policies and procedures.
6. Develop spreadsheets and graphs to show Consumer Price Index trends based on data collected by the U.S. Department of Labor; provides information to the general public.
7. Reconciles budget actions to the accounting ledgers and prepares journal entries to correct discrepancies when necessary.
8. Maintains chart of accounts for the annual county budget; reviews and analyzes requests for new accounts to ensure consistency with state laws and county procedures.
9. Processes requests for advance travel fund moneys; prepares checks; reconciles bank statements and deposits reimbursement warrants.
10. Conducts special studies as assigned; analyzes, designs processes and installs procedures.
11. Collects and compiles data; drafts standard monthly reports utilizing word processing equipment and/or spreadsheet software.

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STATEMENT OF OTHER JOB DUTIES

12. May perform the duties of subordinate level employees.

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years of governmental budgetary experience providing budget and accounting assistance in the development, compilation and maintenance of a departmental budget document; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- fundamentals of budgeting and accounting principles and practices;
- office procedures and practices;
- proper English, spelling, grammar punctuation and word usage.

Ability to:

- provide technical guidance to subordinate employees
- understand the relationships among budgeting and accounting records and reports; locate and correct accounting errors;
- type accurately on word processing equipment and data input terminals;
- gather, analyze and summarize a variety of numerical and statistical data; establish and maintain effective work relationships with department heads, elected officials, peers, and the general public;
- maintain necessary records and prepare required reports;
- operate standard office equipment including telephones, typewriters, video terminals, calculators and personal computers;
- communicate effectively both orally and in writing;
- work under pressure, meet deadlines and cope with interruptions;
- exercise good judgment as to when to act independently and when to refer situations to higher authority.

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SUPERVISION

The employee receives general supervision from an administrative superior as assigned. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1991
EEO Category: 5 – Paraprofessionals
Pay grade: 312 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous