

SNOHOMISH COUNTY JOB DESCRIPTION

BUDGET TECHNICIAN

Spec No. 2040

BASIC FUNCTION

To establish and maintain county budget data and perform budgetary tasks of a technical nature in support of the county financial system.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in the annual budget process by establishing and updating all budget record line items; verifies for accuracy; assigns new BARS coding for new budgets; enters preliminary revenue estimates and updates as necessary; prepares reports for auditing, drafts narrative data on word processing system.
2. Assists in balancing multiple fixed costs reports; provides backup on salary planning data base; prepares organization charts.
3. Establishes and maintains data base on executive memo 33's that require financial analysis; generates reports on status of actions; preserve and generate fund balance analysis reports.
4. Process all executive memo 33's that require financial analysis; execute motions; verify and balance requested/approved budget transfer appropriations; makes entries into LGFS; reconciles budget transfers to accounting ledgers and makes journal entries to correct discrepancies when necessary.
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. Maintains central library of financial related reports.
7. Prepares non-departmental payment vouchers for signature and processing; prepares purchase requisitions for the budget division.
8. Act as backup on requests for advance travel funds; prepares checks, makes deposits and reconciles bank statements.
9. Assists with special projects as assigned.
10. Provides backup coverage for departmental phone calls.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required

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MINIMUM QUALIFICATIONS

Two (2) years of experience with governmental budgeting and accounting related duties; AND, one (1) year experience keyboarding with word processing, spreadsheet and data manager; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- fundamentals of budgeting and accounting principles and practices;
- office practices and procedures;
- personal computer based word processing, spreadsheet and data manager systems;
- proper English, spelling, grammar, punctuation and word usage.

Ability to:

- understand the relationship among budgeting and accounting records and reports;
- locate and correct accounting errors;
- type accurately on word processing equipment and data input terminals;
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public;
- communicate effectively both orally and in writing;
- gather and analyze and summarize a variety of numerical and statistical data.

SUPERVISION

Employee reports to an administrative superior as assigned.

WORKING CONDITIONS

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

[EEO policy and ADA notice](#)

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Class Established: January 1986
Previous Spec No. 311243
Revised: July 1991
EEO Category: 2 - Paraprofessionals
Pay Grade: 310 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous