

FRANKLIN COUNTY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Budget and Purchasing Coordinator
Dept. /Div.: Treasurer's Office (Administration)	Employment Status: Full-time
Reports to: Chief Deputy	FLSA Status: Non-Exempt
Normal Hours: Monday-Friday 8:00 a.m.-5:00 p.m.	
Civil Service Status: Unclassified	

GENERAL DESCRIPTION:

Under general direction of the Chief Deputy, the Budget and Purchasing Coordinator assists and carries out the budgeting, performance reporting, and purchasing operations for the office through use of specialized software (e.g. Budget Formulation & Management System (BFM) and MUNIS) and via supplier relations and cost analysis of requested purchases.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 45% (1) Analyzes and creates annual budget; develops best practices for the collection of performance data; coordinates with managers to collect and track data as well as create monthly, quarterly, and periodic reports of performance measures for both general management oversight and budget preparation purposes; enters performance data and budgetary information into BFM, the county's budget software system; creates monthly, quarterly, and annual status reports of the expenditures and available funds for the various programs and lines of business; tracks budgetary appropriations, encumbrances, expenditures, and available funds for various programs and lines of business; reviews and audits payroll expenses and ensures availability of payroll and appropriations. Demonstrates regular and reliable attendance.
- 30% (2) Reviews Accounts Payable function ensuring that invoices are accurately coded and paid within the payment structures of contracts and agreements; creates purchase orders for all services and supplies payments; prepares monthly revenue and expenditures reports through MUNIS, BFM and using Excel or Access; compares actual expenditures against estimated expenditures; makes budget adjustments or revisions; reviews and researches invoices, vendors, and contracts; conducts research for resolutions and creates resolutions as necessary using the County Resolution Management System (CRMS).
- 10% (3) Assists in the preparation of the Treasurer's annual presentation before the County Commissioners; participates as a member of the team that represents the agency at the annual budget hearing.
- 10% (4) Serves as backup for Investment & Cash Management Officer, Accounting & Reconciliation and Payroll personnel as necessary.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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OTHER DUTIES AND RESPONSIBILITIES:

(6) Occasional need to work outside normal hours to ensure the proper balancing of daily work.

5% (7) Performs other job related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: up to date computer applications, including but not limited to Microsoft Office; SymPro; SharePoint; BFM; MUNIS; CRMS; governmental accounting; budgeting; auditing; accounts payable processing; accounting principles and practices; government structure and process; geographic layout of jurisdiction;* department goals and objectives;* department policies and procedures;* public relations; communications; office practices and procedures.

Skill in: computer and modern office equipment operation; time management; tactfully handle irate clients and all parties making contact with office.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; calculate fractions, decimals, and percentages; compile and analyze statistical data; read, copy, and record figures accurately; deal with problems involving variables within familiar context; read, comprehend, and interpret various laws and regulations; prepare accurate documentation, including well-written reports and routine correspondence; communicate effectively via telephone and face-to-face with public and with all levels of County and outside agency personnel; respond to routine and sensitive inquiries from public and/or officials; work independently and under stressful conditions; understand a variety of written and/or verbal communications; gather, collate, and classify information; develop and maintain effective working relationships; travel to and gain access to work site; prepare and deliver information to specialized audiences and general public; organize and prioritize work managing a variety of projects simultaneously.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

QUALIFICATIONS: *An example of acceptable qualifications:*

Bachelor's degree from an accredited college or university in business, accounting, or finance preferred and two years of related experience in fiscal analysis (trend analysis, forecasting, cost benefit analysis); or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer and applicable applications, and other modern office equipment.

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INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to 10 pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)