

**INGHAM COUNTY
JOB DESCRIPTION**

BUDGET DIRECTOR

General Summary: Under the direction of the Controller, the Budget Director conducts and develops the annual County Budget process; monitors revenues and expenses for conformance to budget; develops recommendations for adjustments. The Budget Director also coordinates detailed financial research and analysis related to the County budget, special reports and other areas as required. This position is responsible for: monitoring the budget status/ledger reports and revenues thereof; assisting project directors and various budgeting entities for submission of accurate and viable budget proposals; supervising a Senior Budget Analyst and other Analysts; and coordinating work assigned by the Controller.

Essential Functions:

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

1. Coordinate budget process among Commissioners, departments, and Controller's office to facilitate interaction, accurate information and timeliness and assistance in the preparation of budget proposals at all stages of the process.
2. Develops recommended annual budget calendar and format of County budget process; provides budget entities with budget information and forms.
3. Monitors revenues and expenses to conform to budget and recommend to the Controller necessary changes and corrections to the current year's appropriations.
4. Works closely with appropriate County departments to analyze and forecast both current and future years' revenues and expenditures.
5. Assists as necessary in the preparation of financial reports, grant applications, and other reports.
6. Provides budget estimates with future years' revenue and cost projections as necessary.
7. In conjunction with the Insurance Coordinator, monitors self-insurance funds and recommends necessary adjustments in rates.
8. Maintains close liaison between the Controller's staff and all reporting entities to facilitate the smooth and accurate flow of all financial transactions.
9. Oversees or carries out research projects as assigned.
10. Attends night budgetary meetings and other meetings as necessary to fulfill responsibilities as Budget Supervisor.

Other Functions

11. None Listed

Employment Qualifications

Education: Bachelor's Degree in Public or Business Administration, Finance or related field.

Experience: Five to seven years of more responsible related work experience in a business or governmental setting.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

The employee in this position will be required to visually review documents, invoices, reports, budgets and contracts. Must be able to move about the department offices and travel to various departments. Must be able to operate electronic office equipment and use a standard voice telephone system. This employee will spend a majority of the day sitting and reviewing financial data spreadsheets and other related materials.

Working Conditions:

Works in office conditions.

