

Klickitat County, Washington

Position Description

POSITION TITLE: Budget Manager	EFFECTIVE DATE: February 11, 2025
REPORTS TO: Director of Human Resources and Administrative Services	PAY GRADE: 73
DEPARTMENT/DIVISION: HR & Administrative Services	FLSA STATUS: Exempt
LOCATION: Goldendale	POSITION STATUS: Full-time

BASIC JOB PURPOSE/FUNCTION:

The Budget Manager reports to the Director of HR & Administrative Services and maintains a close working relationship with the Board of County Commissioners, County Auditor, County Treasurer and all Elected Officials and appointed Department Directors. Works cooperatively with the County Auditor, to facilitate, design, plan, and coordinate the preparation of the County's annual budget development process according to County policies and direction of the BOCC. Assists the BOCC in their review of the preliminary budget providing technical information, projections and recommendations as needed for the BOCC to reach an adopted budget. Monitors Departments' and Offices' budgets and provides assistance as needed.

ESSENTIAL JOB DUTIES:

1. Works cooperatively with the County Auditor, to facilitate, design, plan, and coordinate the preparation of the County's annual budget development process according to County policies and direction of the BOCC.
2. Assists the BOCC in their review of the preliminary budget providing technical information, projections and recommendations as needed for the BOCC to reach an adopted budget.
3. Works with the County Assessor to prepare essential and necessary levy documents for BOCC approval.
4. Provides assistance to all departments and offices as needed in the preparation of the annual budget and modifications to the budget during the year.
5. Works with the County Auditor and the County Treasurer to analyze expenditures, revenues, and projections and provide recommendations to the BOCC concerning budget strategies and allocation of County resources.
6. Reviews budget supplementals and budget transfers within requests from departments and prepare necessary documentation and recommendations for BOCC review and approval.
7. Participates in the development of financial policies and other financial issues as requested by the BOCC or Finance Committee.
8. Performs special projects as requested by the BOCC.
9. Attends meetings and conferences in order to provide assistance to the BOCC and make recommendations on subjects within the scope of the position.
10. Prepares and monitors designated budgets of the BOCC Office.
11. Monitors the Departments' and Offices' budgets and provides assistance as needed or required.

12. Works cooperatively with all County Departments and Offices for budget administration and monitoring.
13. Develops multi-year forecasting of County's operational budget.
14. Performs analytical research and cost analysis as requested.
15. Conducts research and analysis to support budget administration, financial decision-making, forecasting and policy development as requested.
16. Works with the County Finance Committee as requested.
17. Prepares timely Budget Books for the BOCC, County Auditor and County Treasurer.

ADDITIONAL JOB DUTIES:

1. Performs other related duties as assigned.
2. A member of the Financial System Support Team.
3. Attend and support the Financial System Support Team functions including system testing and end user training development and delivery.

REQUIREMENTS/MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, economics or related field and five or more years of professional experience in government finance, accounting, auditing, analysis, design and planning of local government finance, budget or budget management.
- Must have demonstrated experience within local or state government's political environment and sensitivities and have the ability to function effectively within that environment.
- Must have comprehensive working knowledge of current local government budgeting practices.
- Knowledge of the following: Principles, methods and terminology related to governmental budgeting; 2CFR 200; federal, state and local statutes; Generally Accepted Accounting Practices (GAAP); Financial Accounting Standards Board (FASB) pronouncements; Generally Accepted Auditing Standards (GASB), Budgeting, Accounting and Reporting System (BARS), and other pronouncements of nationally recognized accounting and auditing organizations.
- In-depth understanding of the interfaces of codes and regulations applicable to budgeting; and financial accounting/reporting and the ability to interpret complex financial data.
- Working knowledge of financial computer systems including database administration and working with vendors, technical staff and end users to maintain the county's financial system; troubleshoot, resolve issues and configure or revise processes and procedures.

Desired Skills: While not required, the ideal candidate will possess the following to perform the functions of this position efficiently and effectively:

- Ability to effectively communicate budget related issues and processes to diverse groups throughout the organization.
- Ability to track, identify and review legislation that may impact the county budget and other financial influences.
- Advanced skills using spreadsheets, word processing and databases. Ability to extract and analyze computer data.

Licenses, Certificates, and Other Requirements

Valid State driver's license.

WORKING CONDITIONS

Duties are performed primarily in an office environment and sedentary work, requiring sitting most of the time. This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. The position requires continuous and/or frequent talking, repetitive motions of hand/wrists, hearing, and handling. Mental activities required by the employee in this position include decision making, interpersonal skills,

supervisory skills, teamwork, creativity, customer service, mentoring, use of discretion, presentations/teaching, problem analysis, negotiation, ability to work in distracting environments and the ability to perform math and to read, write, speak and understand English. Required physical activities can include frequent keyboard fingering, talking, repetitive motions of hands and wrists, sitting, hearing and lifting, pushing, pulling, and carrying objects up to 10 pounds.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed as an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and Klickitat County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.