

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Does Not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,**  
**or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.*

**JOB POSTING**

<b>Date:</b>	8/27/08	<b>Department:</b>	Office of Management and Budget
<b>Title:</b>	Budget Analyst II - 0186	<b>Reports To:</b>	Director, Office of Management and Budget
<b>Pay Grade/Salary Range:</b>	PG-21 \$17.07 - \$28.11/hourly	<b>Closing Date:</b>	Open Until Filled

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Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid Form and an updated Job Application. Employee bids and applications for this position *may not* be received after six o'clock (6) p.m. on the closing date stated above without the specific permission of Human Resources.  
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**POSITION PURPOSE & OBJECTIVES:**

A professional position responsible for conducting both technical and fiscal analysis of budget information required by County agencies and departments.

**ESSENTIAL JOB FUNCTIONS:**

- Assists the Budget Officer in analyzing and evaluating budget requirements of various County agencies and departments.
  - Assists in the preparation of annual and periodic projections of estimated County revenues and expenditures. Assists in the establishment of County operating and capital improvements budgets.
  - Reviews and formulates recommendations regarding present and future fiscal requirements of County funded activities. Conducts research and analysis necessary for review and control of individual department budgets.
  - Assists the Budget Officer in reviewing specific departmental expenditure requests and prepare budget amendments accordingly. Coordinates budget related activities with the Finance Department, the Office of the Clerk of County Court and others.
  - Inputs all required fiscal data into the County data base.
  - Responds productively to change and performs all other related tasks as required and as directed.
- This is a **Disaster Essential** Position

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

**Knowledge & Skills:**

Knowledge of accounting principles, practices and procedures. Knowledge of modern office procedures. Knowledge of and ability to translate Florida State rules and regulations applicable to the budgetary process and record keeping responsibilities. Knowledge of auditing methods, procedures and practices. Ability to use word processing, spreadsheet, and database software to analyze financial data in a network environment and make appropriate recommendations for adjustments. Negotiating skill required to work in harmony with elected officials, department heads, auditors and members of the general public. Ability to understand and carry out both written and oral instructions. Ability to operate office machinery such as the 10-key calculator, personal computer, facsimile, copier, etc. Ability to communicate effectively with peers and supervisors.

**Physical Abilities:**

Use of near vision. Frequent use of both hands with dexterity. Ability to sit for periods of time up to four hours at work station. Continuous oral communication. Ability to operate a motor vehicle for up to four hours continuously.

**SUPERVISORY RESPONSIBILITY:** No direct authority.

**WORKING CONDITIONS:** Continuous indoor work in an office environment.

**MINIMUM QUALIFICATIONS:**

Must possess a BA/BS degree in accounting or finance related field from an accredited college or university plus two years of progressively responsible experience in an accounting or budgeting environment. Must possess a valid Florida Drivers License while employed.

**SUCCESS FACTORS:**

An individual filling this position should be very self-directed and capable of independent decision-making. Such an individual should also enjoy making public presentations and interacting with people.

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I have read and understand this position description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Effective: 12/00