

CLASSIFICATION SPECIFICATION

LORAIN COUNTY
An Equal Opportunity Employer

TITLE: Budget Specialist 2

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TITLE:
CLASS NO.:

JOB RESPONSIBILITIES: Under direction, assists the Budget Director with the administration of grants, the preparation and monitoring of budgets, the preparation of financial reports, statements, and other documentation.
Performs other related duties as required

QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):
Bachelor's degree in accounting, public administration, business administration, or other related discipline, plus two (2) years of related experience in private industry or the public sector, or equivalent.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:
None.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
35-45	<p>1. Assists the Budget Director or other Directors with the preparation of grant applications and the monitoring or administration of grants; develops reporting procedures; monitors grant account balances and approves expenditures; monitors performance to ensure the County meets grant requirements; prepares periodic reports; keeps apprised of relevant changes in regulations; etc.</p>	<p>1. Knowledge of (a) generally accepted accounting principles (GAAP), (b) bookkeeping, (c) department policies and procedures,* (d) government grant programs; skill in (e) computer operation; ability to (f) deal with problems involving several variables within familiar context, (g) define problems, collect data, establish facts, and draw valid conclusions, (h) exercise independent judgment and discretion, (i) understand, interpret, and apply laws, rules, or regulations to specific situations, (j) calculate fractions, decimals, and percentages, (k) prepare accurate documentation, (l) compile and prepare reports, (m) communicate effectively, (n) develop and maintain effective working relationships.</p>

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Developed by Clemans, Nelson & Associates, Inc.

Dublin, Ohio 43016

(10/8/2008 CILORBC 00059921.DOC)

DAS Approval
Date _____

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KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]

30-40	<p>2. Assists the Budget Director with the preparation of the County annual budget and the preparation of the annual budgets for departments under the jurisdiction of the Board of County Commissioners; monitors and analyzes budgets to determine and identify problem areas; makes recommendations for budget revisions; correlates appropriations for specific programs with appropriations for department budget; assists in maintaining expenditure control and fiscal accountability; reviews budgets periodically to analyze trends affecting budget needs and analyzes costs in relation to allocations.</p>	<p>2. Knowledge of (a), (b), (c), * (o) budgeting; skill in (e); ability to (f), (g), (h), (i), (j), (k), (l), (m), (n).</p>
10-15	<p>3. Prepares financial reports, records, and other documentation; completes studies of grant or budgetary issues as assigned.</p>	<p>3. Knowledge of (a), (c), * (d), (o); skill in (e); ability to (f), (g), (h), (j), (k), (l), (m).</p>
5-10	<p>4. Completes complex bookkeeping responsibilities (e.g., maintains ledgers and balances with other departments; prepares financial statements for the transfer of funds, expenditures, and payment of bills; monitors accounts payable and receivable; etc.</p>	<p>4. Knowledge of (a), (b), (c); * skill in (e); ability to (f), (g), (h), (j), (k), (m).</p>

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