

Budget Coordinator Finance Department

Plans and carries out budget procedures including monthly monitoring of departments expenditures and revenues and communicates monitoring status to management. Analyzes accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department. Works with Finance Director on appropriate fiscal strategies of the County. Tracks expenditures related to funding agreements between the county and outside agencies.

Qualifications: High School diploma or GED required. Bachelor's degree required; with 2 years of experience. Valid New Mexico driver's license

Apply at Lea County Human Resources 100 N Main Lovington NM 88260
575-396-8605

Complete job description available at
www.leacounty.net

EOE



Position: Budget Coordinator
Department: Finance
Immediate Supervisor: Finance Director
Safety Sensitive: No

Salary Range: ACS 19
FLSA Status: salaried- exempt from overtime
Probationary Status: 1 Year
Update:

ESSENTIAL DUTIES:

- Plans and carries out budget procedures including monthly monitoring of department expenditures and revenues and communicates monitoring status to management.
- Assists departments, when directed, in the preparation of department budgets and budget materials.
- Assists in the development of multi-year forecast estimates for department expenditures and revenues.
- Analyzes accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department.
- Works with the Finance Director on appropriate fiscal strategies for the County.
- Develops systems, when directed, for the maintenance of financial records, making use of current technologies.
- Develops and maintains budget monitoring models and coordinates production of the formal monitoring report.
- Provides support for Finance Director and assists with special studies that require data compilation; analyzing and interpreting information in oral and written presentations.
- Assists, as required, in the preparation of the County's forecast.
- Monitors contracts, agreements, and leases for renewals and implementation of terms; maintains a database of all agreements, contracts, leases and other documents. Communicates with county departments regarding necessary renewals of contracts, leases and agreements.
- Tracks expenditures related to funding agreements between the county and outside agencies.
- Assists, when directed, with the preparation of requests for bids, proposals and quotations as per the state procurement code and county policy.
- Assists, when directed, with processing of accounts payable, including verification of contract terms, bid pricing and assignment of expenditure accounts.
- Assists and interacts with external auditors in the process of the annual audit.
- Assists in the preparation and submission of the annual budget to the Department of Finance and Administration, ensuring that State deadlines are met.
- Assists in the preparation of the departmental budget.
- Provides research and analysis as directed by the Finance Director for the Board of County Commissioners and County Manager as requested; assists in the implementing special projects.
- May be required to work irregular hours including overtime, attend job related meetings, and perform all duties with minimal supervision.
- The duties of the Budget Coordinator are not limited to those set forth above; will perform such functions, duties or assignments as given by a supervisor, consistent with ability, background and expertise.

MINIMUM QUALIFICATIONS:

Education:

- High School diploma or GED required.
- Bachelor's Degree required; with 2 years of experience

Certifications, Skills and Licenses:

- Ability to communicate orally and in writing in English.
- Knowledge of word processing and spread sheet computer programs.
- Knowledge of New Mexico State Procurement Code rules and regulations
- Valid New Mexico driver's license

Physical Functions/Requirements:

The physical demands described here are representative and not necessarily exhaustive of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to sit for up to four hours at one time and up to eight hours total per day, with an opportunity to stand and walk intermittently throughout the day.
- Ability to crouch, kneel and/or bend as needed to perform essential duties.
- Ability to work with arms bent for up to four hours at one time and up to eight hours per day.
- Ability to push/pull with arms with a force of 5 lbs. periodically.
- Ability to lift items weighing up to 20 lbs. to waist level frequently and to eye level or overhead occasionally.
- Ability to grasp and manipulate objects as needed to perform essential duties such as writing; depressing buttons, switches and instrument keyboard components; and similar duties.

Mental Functions/Requirements:

- Must be able to understand and follow oral directions and instructions.
- Must be able to read, understand and follow written directions and instructions.
- Must be able to read and understand such items as technical journals, payroll-related reports, financial reports and similar documents.
- Must be able to organize and plan own work activities in an efficient manner.
- Must be able to write such items as letters and reports on a regular basis.
- Must be able to effectively safeguard confidential information.
- Must be detail oriented and accurate.
- Must be able to use tact and courtesy in working with a wide range of individuals, including the public, sometimes under tense circumstances.

Other:

- Ability to perform essential duties and adapt to working conditions.
- No history of felony or misdemeanor convictions involving moral turpitude, violence, distribution of controlled substances, or dishonesty.

WORKING CONDITIONS:

The work environment characteristics described here are representative but not necessarily exhaustive of those an employee encounters while performing the essential functions of this job.

- Performs work mainly indoors.
- Normally is not exposed to temperature extremes, noise factors, vibrations, except those

- associated with normal operation of office equipment.
- Works primarily on even carpeted or tiled surfaces which are normally dry. May on occasion be wet or slippery.
- Required to use stairs, elevator or escalator during performance of essential duties.
- Work is primarily conducted during daylight hours.
- Works alone with or without direction, or with one or more people in a select group.

PRE-EMPLOYMENT REQUIREMENTS:

- Interview.
- Criminal record check.
- General employment background check.
- Job-related skills tests may be given.

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Employee: _____ Date: _____

Supervisors: _____ Date: _____

Witness: _____ Date: _____