

LANCASTER COUNTY
ASSISTANT BUDGET AND FISCAL OFFICER

NATURE OF WORK

This is highly responsible administrative and professional work assisting with directing and coordinating the budget and fiscal activities of the County and the Correctional Facility Joint Public Agency.

Work involves assisting with the preparation and administration of the County and Correctional Facility Joint Public Agency budgets; coordinating financial system data processing requirements; analyzing and interpreting the County's financial situation to ensure the most economical and efficient use of all resources available; and recommending policies to carry out desired results. Considerable independent judgment and personal initiative in performing assigned duties is required. Supervision is received from the Budget and Fiscal Officer with work being reviewed in the form of reports and effectiveness of results obtained.

EXAMPLES OF WORK PERFORMED

Assist in the preparation of budget instructions and procedures utilized by County departments; prepare and assemble documentation used by the County Board in reviewing departmental budget requests; prepare the County Board's proposed and adopted budget.

Assist in the preparation of the Correctional Facility Joint Public Agency proposed and adopted budget; coordinate and prepare information for the JPA Board meetings.

Assist departments requesting budgetary or fiscal services; review financial and accounting procedures, making recommendations for changes as necessary.

Monitor financial activity in the accounting system, ensure accounting system is utilized at highest capacity as possible by county departments and act as a liaison with software vendor and Information Services.

Assist with preparation of legislative fiscal notes.

Assist in completing analysis of the County's financial status, including revenue and expenditures; forecast County's financial positions; make recommendations concerning the level of allowable expenditures during forecast period.

Assist in preparation and review of the financial statements for Lancaster County, the Correctional Facility Joint Public Agency, and the Public Building Commission. Serve as project manager for information flow from county departments during external audit process.

Assist in filing all required documents, including audits, budgets, and interlocal agreements report, with the Auditor of Public Accounts.

Prepare financial reports and provide accounting support for the Railroad Transportation Safety District and other areas as assigned.

Assist in monitoring countywide grant activities to ensure programs are aligned with the Board's goals and objectives. Review and analyze fiscal operations and account balances relating to grant programs.

Assist in the preparation and filing of all required continuing disclosure reports for bond issues for the County, Correctional Facility Joint Public Agency, and the Fairgrounds Joint Public Agency.

Assist in the preparation of the financial statement of the Lincoln Sports Foundation Motocross to present to the County Board, Lower Platte South Natural Resources District, and Game and Parks Commission.

Assist in the preparation of the County's indirect cost plan on an annual basis.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the methods and procedures of the public budgeting process and the principles of management and organization as they pertain to the budgeting process.

Considerable knowledge of modern research systems, organization, management and administrative analysis techniques.

Considerable knowledge of the principles, practices and methods of public finance.

Thorough knowledge of modern theory, principles, methods, and practices of accounting and auditing.

Knowledge of programs, organizations and services related to County operations.

Knowledge of computerized financial information systems.

Ability to exercise objective judgment in the analysis, interpretation and effective reporting of research findings.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with government officials, County Department Heads, co-workers and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business or public administration, public finance, or accounting plus two years of experience in governmental accounting and/or auditing procedures or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.