

Florida State Courts System Class Specification

Class Title: Budget Specialist

Class Code: 6720

[Pay Grade 19](#)

General Description

The essential function of the position within the organization is to provide budget management and administrative support. The position is responsible for assisting in preparing, monitoring and analyzing operating budgets; performing advanced administrative functions; and assisting with general accounting tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Provides assistance with preparation of budgets; balances and reconciles budget items to ensure accurate bookkeeping practices; projects expenditures and completes budget spreadsheets.

Analyzes operating budgets, operating budget allotments, and budget amendments and requests; reviews audit trails and prepares and makes necessary budget transfers.

Reviews and processes invoices/travel vouchers; monitors vendor contracts and amends and mails new contracts as appropriate.

Conducts court research as requested, such as time-to-disposition studies and statistical assessments.

Monitors available senior judge days and coordinates coverage; reviews senior judge time and travel expenditures and compensates judges for services rendered.

Sets up and maintains lists, logs and record/file systems in compliance with System guidelines and regulations; prepares audit trails.

Gathers and analyzes information/data to support periodic and special reports for the area of responsibility.

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Performs clerical tasks such as data entry of financial information, answering departmental telephones, maintaining office supplies and office supply budget, processing mail, faxing or photocopying.

Audits inventory and equipment.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Provides assistance to people to achieve task completion.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through accounting for or handling moderate amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

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Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or complex custom financial/accounting applications.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in finance, accounting, or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None