

# **BUDGET ADMINISTRATOR 6740**

## **Distinguishing Characteristics of Work**

This is responsible professional work in the Office of Budget Services in planning and managing operating activities. The Budget Administrator oversees the preparing, monitoring and analyzing the State Courts System's legislative budget requests, long range program plans, allotments, budget amendments, other operational functions; and the preparation of monthly budget reports to monitor available and projected resources and expenditures. This position is responsible for overseeing data collected and entered into the LAS/PBS and FLAIR (SAMAS) systems; and developing payroll projections and managing rate. The Budget Administrator conducts legislative bill analysis, review, and fiscal notes during legislative session. The position also works as a liaison with legislative staff, the Governor's Office of Policy and Budgeting, and other state and federal agencies. Working relationships are established with the State Courts System personnel, and staff of the legislature or governor's office. Work is performed under the limited supervision of the Budget Services Manager.

## **Education and Training Guidelines**

A bachelor's degree from an accredited four year college or university with major in accounting, business, public, or judicial administration, management, or economics and four years of professional experience in budgeting in a governmental agency, accounting or other related professional experience.

A master's degree in an area cited above may substitute for one year of the required experience.

Progressively responsible professional accounting and budgeting experience may substitute on a year-for-year basis for the bachelor's degree.

## **Knowledge, Skills, and Abilities**

Knowledge of and ability to apply the principles and techniques of governmental accounting and budgeting. Knowledge of the laws, rules and regulations relative to financial records and reports. Knowledge of the Florida Legislative Budget Process. Knowledge of SAMAS and LAS/PBS and their application to the state accounting and budgetary processes. Ability to perform daily work involving written or numerical data and make arithmetic calculations rapidly and accurately. Ability to summarize complex budgetary information into an understandable format. Ability to develop a plan of anticipated expenditures. Ability to communicate clearly and effectively, and prepare and make written and oral presentations. Ability to use a personal computer and software applications such as MS Word, Excel, E-mail, and the Internet. Ability to effectively manage time and resources. Ability to maintain confidentiality and discretion concerning sensitive budgetary issues.

**Effective: January 1, 2003**

**Revised: March, 2007**