

# Florida State Courts System Class Specification

**Class Title: Budget Manager**

**Class Code: 6750**

[Pay Grade 200](#)

## **General Description**

The essential function of the position within the organization is to prepare, monitor and analyze budgets and manage fiscal functions of responsibility. The position is responsible for supervising staff; managing budgets of responsibility; processing accounts payable; inventory and purchasing management; auditing accounts; principle, statute, policy and procedure compliance; and performing related administrative functions, including preparing complex financial reports. The position works independently, reporting major budget activities to the Trial Court Administrator and/or Chief Judge through periodic meetings.

## **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.)

Supervises staff, including selecting or recommending selection; training; assigning, reviewing and evaluating work; counseling; disciplining; and terminating or recommending termination.

Prepares, monitors and analyzes budgets; ensures appropriate funding for operating and adherence to budget allotments for the area of responsibility; prepares budget amendments as required.

Supervises preparation of professional contracts for services for mediators, court appointed attorneys, interpreters and similar professionals.

Manages accounting functions such as inventory control, procurement, or approving purchases using purchasing cards in compliance with applicable policy, procedures, statutes and regulations.

Audits, codes and reconciles contract invoices, equipment and supply invoices, travel vouchers and purchasing card transactions for payment.

Interacts with vendors to acquire information such as product specifications or pricing, negotiate purchases, or resolve discrepancies or disputes.

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Sets up and maintains record systems; processes daily paperwork such as financial reports, memos, requisitions, invoices or personnel information.

Compiles information/data and prepares and reconciles periodic and special complex financial reports; reviews reports with upper management as directed.

Manages administrative functions such as preparing spreadsheets, conducting research, coordinating court activities, or performing data entry of financial information.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional seminars or conferences to improve technical or professional skills.

### **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.

Directs others in major events and reports on activities and results; ability to use FLAIR and any other appropriate State or County budget programs.

#### **People Responsibility:**

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

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

#### **Assets Responsibility:**

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

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money and supervising the purchasing of high value materials, supplies and equipment.

#### **Mathematical Requirements:**

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

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Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

### **Complexity of Work:**

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

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and 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 serious impact - affects most units in organization, and may affect citizens; probability of damage is likely.

### **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.

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

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **BUDGET MANAGER**

### **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 business administration, 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.

Five years of related experience, including two years of supervisory experience.

#### **Licenses, Certifications, and Registrations Required:**

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

None