

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**BUDGET AND GRANTS COORDINATOR/  
DEPUTY AUDITOR**

Department: Clerk/Auditor  
FLSA Designation: Exempt

Pay Grade: 13  
Effective Date: 10/08, 08/09

**Purpose of Class**

Coordinates and prepares budget documents, monitors the County budget; performs related work as required. Coordinates and fiscally manages all County grants with respective County departments and the granting federal, state and local agencies to ensure compliance. This work is performed under the supervision of the Comptroller.

**Primary Function**

The principal function of an employee in this class is to prepare budget documents and monitor the County budget in coordination with all County departments, and all related activities in the Bannock County budget process including monitoring, enforcing and maintaining financial responsibilities of all County grants. A Budget and Grants Coordinator must possess accounting, budgeting, analytical, clerical, and customer service skills. The work is performed under the supervision of the Comptroller/Senior Deputy Auditor, although some latitude is granted for independent judgment using standard accounting, financial, and budgetary practices. The principal duties of this class are performed in a general office environment.

**Essential Duties and Responsibilities (will vary by assignment)**

- Prepares and supports annual budget process;
- Prepares historical budget data as analytical tool;
- Develops budget process book as monitoring and reference tool;
- Analyzes County financial activities for current and future budget impact;
- Analyzes long-term impact of budget decisions;
- Assists Controller in preparing Bannock County CAFR;
- Prepare, monitor and submit grant financial reports;
- Completes various reports and applications schedules in compliance with provisions of grant requirements;
- Advises appropriate parties of forthcoming grants and monitoring requirements;
- Assists outside auditors with verification of grant compliance and follow-up;
- Analyzes and writes up grant and budget entries and budget revisions;
- Prepares, distributes and maintains a variety of documents, reports, correspondence, log sheets, applications, and related documents;
- Maintains files, logs and other records utilizing the computer;

- Provides data entry services, faxing, typing, and filing in support of department functions;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- County taxation laws, policies and procedures;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- County fiscal practices and procedures;
- Professional accounting standards and ethics;
- Governmental (GASB) and American Institute of Certified Public Accountants (AICPA) accounting principles and applications;
- Business and technical writing;
- County department interrelationships;
- Laws pertaining to tax reporting, and county accounting;
- Municipal budget preparation and administration;
- Budgetary principles and processes;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and related accounting functions.

Ability to:

- Comprehend financial terminology and reports;
- Interpret and apply guidelines, rules, regulations and laws as they apply to financial matters;
- Analyze detailed information and research and reconcile general ledger accounts;
- Prepare accurate and complete financial reports from accounting data;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Explain department functions thoroughly to provide general information and explain detailed department processes and procedures;
- Explain regulatory compliance issues related to the assigned department's function;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research technical information and data and prepare recommendations and reports;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;

- Follow written and oral instructions;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Work well under pressure;
- Type accurately;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Maintain effective working relationships with other County employees, supervisory personnel, local elected officials and the public;
- Communicate effectively both orally and in writing.

### **Acceptable Experience and Training**

- Bachelors degree in related field is required with advanced accounting degree preferred;
- One (1) to two (2) years budgeting/accounting experience, preferably in a municipal office position is required and governmental accounting experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, cash register, and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment.