

## BUDGET AIDE I

### NATURE AND VARIETY OF WORK

This is dually allocated entry level para-professional budget support work. Incumbents are responsible for performing a variety of routine budget related tasks in support of professional level Budget Analyst. Work is performed under close supervision and is evaluated in terms of timeliness and accuracy.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in preparing tables and charts by comparing amounts budgeted with projected expenditures; assists on maintain by and posting expenditures on ledger sheets.

Assists in reviewing budget submissions for conformance with requirements.

Assists in reviewing data processing source documents for conformance with printed instructions.

Assists in preparing and compiling data relative to grant funds.

Assists in the fiscal preparation, monitoring, and payment of contractual agreements.

Assists in reviewing operational activities and advises management regarding the need to update by functional area.

Assists with the review of time sheets and expense charts.

Assists in the preparation of responses to routine requests from outside agencies and citizens for information related to the County budget process.

Maintains library of computer printouts and a variety of related records; types general memoranda relative to budget materials.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of basic budgetary principles and practices.

Knowledge of data processing systems and inputs to them.

Skill in operating standard office equipment.

Ability to compile and prepare tables, charts relating to financial/statistical data.

Ability to type, particularly numeric data.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. certificate plus one (1) year of education above high school which included course work in accounting or financial management; or one (1) year of diverse/ technical clerical experience which involves working with financial data. Any equivalent combination of relevant education training and experience will also be accepted.

CREATED: 3/76

REVISED: 10/88