

## BUDGET AIDE II

### NATURE AND VARIETY OF WORK

This is full performance level para-professional budget support work. Incumbents are responsible for performing a variety of budget related tasks in support of professional level budget analysts under general supervision and are evaluated in terms of timeliness and accuracy.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Prepares tables and charts by comparing amounts budgeted with projected expenditures; maintains and posts expenditures on ledger sheets.

Reviews budget submissions for conformance with requirements.

Reviews data processing source documents for conformance with printed instructions.

Prepares and compiles data relative to grant funds in accordance with established procedures and policies.

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

Reviews operational activities and advises management regarding the need to update by functional area.

Reviews time sheets and expense charts.

Prepares 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.

Some knowledge of County budget procedures.

Some knowledge of general data processing concepts and related processing procedures.

Ability to work with financial data, percentages and statistics;

Ability to type, particularly numeric data.

Skill in operating standard office equipment.

### MINIMUM QUALIFICATIONS

Must have satisfactorily completed probationary period as a Budget Aide I; one (1) year of college which included coursework in accounting or financial management, plus at least one (1) year of para-professional support work in budget preparation, review and analysis. Any equivalent combination of relevant education, training and experience will also be accepted.

CREATED: 3/76  
REVISED: 10/88