



ES-BUDGET OFFICER

CHARACTERISTICS OF WORK:

This is administrative work with responsibility for directing and controlling the Budget and/or Accounting Unit staff in the preparation of budgets; the administration of budgets; processing and analyzing fiscal data to determine cost effectiveness of current methods and procedures; ensuring proper allocation of Workforce Investment Act (WIA) funding from the Department of Labor; overseeing and ensuring the proper usage of administrative dollars from grants; and the compilation of special studies to determine the most efficient and effective use of personnel and equipment. Work is performed under the supervision of the Chief Operating Officer under the Office of Grant Management.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year (4) college or university, including or supplemented by two or more courses in either economics, statistics, or business administration and a minimum of fifteen (15) semester hours in accounting;

AND

Experience:

Five (5) years of successful employment in a responsible professional capacity in the field of accounting and/or budget preparation, control, and analysis.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Nine (9) years of successful employment in a responsible professional capacity in the field of accounting and/or budget preparation, control, and analysis.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED) and work experience in duties related to accounting, economics, statistics, or budget preparation, control, and analysis may be substituted on an equal basis for the required years of higher education.

Certification by the State of Mississippi as a CPA may be substituted for two (2) years of required experience.

Required Document:

Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of required course work.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting

official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Budgeting Preparation and Justification: Directs preparation and justification of budgets and makes determinations regarding budgetary recommendations.

Directs the preparation and justification of budgets. Proposes area of cost reduction based upon economic and program changes. Determines if planned fiscal objectives are being achieved by the unit and/or agency and if outputs compare with recognized standards. Recommends changes where necessary in budget proposals which are fiscally unsound.

Financial Analysis: Conducts analysis of financial data in order to determine cost effectiveness of current methods and procedures.

Analyzes fiscal data to determine cost effectiveness of current methods and procedures. Analyzes and prepares comparative analysis of various operating programs by relating cost data to services performs. Reviews budget proposals for content and consistency with established practices and fiscal policies.

Administration and Management: Plans and coordinates resource allocation.

Directs and coordinates the work of the Budget and/or Accounting Unit. Performs program management and budget functions to allocate, account for, document, and report financial information for federally funded programs.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Able to assess the situation and appropriately respond. Knows when to refer an issue to the appropriate level of management. Complies with agency standards. Responds appropriately to supervision and administrative decisions. Takes initiative to accomplish goals. Maintains appropriate standards of confidentiality.

Workflow Management: Possesses the ability and willingness to ensure work is performed within defined specifications and timelines and to manage conflicting priorities.

Knows the work of the area of responsibility. Understands the impact of their area of responsibility to the global operation and mission of the agency. Prioritizes work assignments. Monitors the progress of tasks to insure completion by deadline. Solves problems that arise in day-to-day operations.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems.

Resource Management: Acquires, effectively and efficiently administers, and allocates financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Directs and coordinates the work of the Budget and/or Accounting Unit.
2. Analyzes fiscal data to determine cost effectiveness of current methods and procedures.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Directs the preparation and justification of budgets and establishes and administers budget controls.

Performs program management and budget functions to allocate, account for, document, and report financial information for federally funded programs.

Prepares regular and special financial reports and supervises maintenance of accounts for programs and projects.

Provides financial reporting to appropriate department heads relative to fiscal performance.

Collaborates with and/or solves problems for Budget and/or Accounting Units.

Directs special projects for management and compiles cost analysis designed to facilitate a program of management improvement and cost reduction.

Reviews budget proposals for content and consistency with established practices and fiscal policies.

Recommends changes where necessary in budget proposals which are fiscally unsound.

Analyzes and prepares comparative analysis of various operating programs by relating cost data to services performed.

Proposes area of cost reduction based upon economic and program changes.

Analyzes contract budgets and expenditures and makes recommendations and forecasts necessary to meet program goals.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.