

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Assistant Budget Officer

**DEPARTMENT:** County Administrator

**DIVISION:** Office of Management and Budget (OMB)

**GENERAL DESCRIPTION:**

Highly responsible administrative position assisting the County Budget Officer/County Administrator with duties set forth by Florida Statutes 129. Prepares, monitors, and analyzes the County annual operating and capital budgets. Ensures the County compliance for the Truth in Millage (TRIM) process. Responsible for managing various financial components of the County including internal controls and internal auditing functions, management practices analysis, the establishment of the non-ad valorem assessments, federal, state, and local governments grant oversight, and ensures financial transparency of the County. This position requires judgment, confidentiality, excellent communication, and organizational skills. Works closely with all County departments.

**ESSENTIAL JOB FUNCTIONS:**

1. Administration and management of the OMB Division, including implementation of budgetary, financial, and internal controls, compliance policies, and procedures. Responsible for coordinating the budget process and analyzing budgetary actions; supervises the preparation and presentation of the annual operating and five-year capital improvement program budgets, as well as the budget amendment and budget transfer process.
2. Supervises OMB staff and programs that involve instructing, assigning and reviewing work, planning, maintaining standards, and coordinating activities of the division. Supervises internal audit function and manages internal control.
3. Develops policies and procedures for the efficient administration of the County's financial functions. Monitors federal, state and local laws, rules, and regulations governing local government financial requirements and recommends strategies to ensure compliance. Responsible for TRIM compliance.
4. Manages the Community Redevelopment Area program, including review of tax rolls, and processing and approving payments.
5. Serves as the fiscal consultant for the department heads and division managers. Assists in analyzing anticipated revenues, expenditures, and other data to ensure the development of a balanced budget and ongoing compliance with financial policies.
6. Prepares various financial analyses, forecasts, and reports, including but not limited to, monitoring items of the operating budget, revenues and expenditures, personnel control, performance measures, periodic statistical reports, and capital and operating expenditures to aid in long-range planning and increasing the efficiencies of County operations.
7. Ensures budgetary compliance with governmental accounting, auditing, and financial reporting procedures as they apply to all relevant laws, rules, and regulations. Reviews and advises department heads and the County Administrator on financial issues and impacts, and provides management analyses of County practices and systems to advise on opportunities for improved efficiencies. Monitors expenditure levels of all County departments for compliance with budgetary and management objectives.

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8. Oversees the grant administration and reimbursement programs.
9. Oversees assessments programs and works with staff in developing necessary assessment rolls.
10. Oversees the financial functions of the Tourist Development Council (TDC), including providing a review of finances, grant review, and making recommendations to the TDC (if reinstated).
11. Prepares and presents oral and written presentations to the Board of County Commissioners, the County Administrator, Departments, Divisions, and the public as directed.
12. Coordinates and supervises special projects as assigned by the County Administrator.
13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
14. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain same tobacco-free status throughout the term of employment.
15. Face tattoos (from ear to ear and hairline of the forehead to the bottom of the chin) are prohibited.
16. Maintains regular physical attendance during normal work hours as assigned at one of the County's offices or work facilities with the ability to work evenings, nights, weekends, and holidays as required.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of county government functions and organization.
- Thorough knowledge of business English, spelling, and punctuation.
- Ability to utilize mathematical formulas; to add, subtract, multiply, and divide numbers; to determine percentages and decimals, to analyze statistical data.
- Ability to read and/or prepare a variety of forms and documents, including budget requests, various budget-related reports, contracts, etc., using the proper format.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals, and the public.
- Ability to utilize tact and diplomacy to deal effectively with the general public and fellow employees.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow complex policies, laws, and directives.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to remain calm in stressful situations.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel and other programs used for budget and purchasing.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Master's Degree in Finance, Accounting, Public Administration, Business Administration, or a closely related field. (Preferred)

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- Five (5) years progressively responsible experience in the field of governmental finance, accounting, or budgeting.
- Three (3) years of experience in a supervisory role.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Certified Government Finance Officer from the Government Finance Officer's Association (GFOA) (Preferred).

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction);
- Acceptable hearing (with or without correction);
- Ability to sit at a desk and view a display screen for extended periods of time;
- Ability to enter and retrieve data from a computer at a prescribed rate of speed;
- Must be able to communicate using speech, hearing, and vision skills.

**ENVIRONMENTAL CONDITIONS:**

- Inside in an office environment.
- Works closely with others.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 08/29/2023