

# UNION COUNTY

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Position Title: Budgetary Officer I</b>
<b>Class Number: 12002A</b>	<b>Class Title: Budgetary Officer I</b>
<b>Dept./Div.: Auditor</b>	<b>Employment Status: Full-time</b>
<b>Reports to: Chief Budgetary Officer</b>	<b>FLSA Status: Non-exempt</b>
<b>Normal Hours:</b>	<b>EEO Status: 02 – Professional</b>
<b>Civil Service Status: Unclassified</b>	<b>GRADE: 9; Hourly range: \$16.28-\$23.61</b>

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### CLASS DESCRIPTION:

Under general supervision of the Chief Budgetary Officer, the Budgetary Officer I provides budgetary support for general budgetary functions (e.g., appropriations and accounts payable, assists with capital assets and completion of all period-end closing duties, etc.). Position also serves as the back-up to the Budgetary Officer II (e.g. including processing of all payroll related activities in the absence of the Budgetary Officer II) and performs other related duties as assigned.

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED), two (2) or four (4) year accounting degree is preferred; prior work experience with fund accounting (e.g., appropriations, revenues, encumbrances, purchase orders, etc.), government finance, and MUNIS budgetary system; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Must be able to meet bonding requirements of the state of Ohio.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

N/A.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, other applicable computer software); printer, copy machine, fax machine, other standard business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push, or pull objects 15 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

60% (1) Monitors, verifies, and approves vouchers and documentation submitted for invoice payments and warrants generated by the computer system for invoice payments; sorts and stamps and enters into the computer system data from submitted vouchers; verifies and imports purchase orders and vouchers entered

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{10/27/2021 PDUNNAD 00272768.DOCX }

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remotely by offices; creates and maintains vendor numbers; distributes warrants for payment of invoices; maintains all associated files.

25% (2) Fulfills duties of the Budgetary Officer II in the absence of the Budgetary Officer II or as assigned (e.g. serves as back-up for payroll processing and performs county-wide payroll processing and related activities as needed). Processes office time for payroll processing. Assists in other areas of the budgetary department, as needed, such as assisting other departments with MUNIS system training, etc.

10% (3) Assists the Chief Budgetary Officer with budgetary processes and projects as assigned.

(4) Maintains required licensures and certification, if any.

(5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

5% (7) Performs other related duties as assigned.

(8) Attends staff meetings as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** \*County, Department, and Division goals and objectives; \*County, Department, and Division policies and procedures; \*personnel rules and regulations; \*payroll processing, real estate; data processing techniques and procedures; \*office practices and procedures; Ohio Revised Code (real estate); bookkeeping; benefits administration; payroll practices and procedures.

**Skill in:** computer operation; use of modern office equipment; proficiency with MUNIS budgetary systems and Publisher/desktop publishing; operation of data processing equipment.

**Ability to:** develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; exercise independent judgment and discretion; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals, and percentages; maintain accurate records; prepare accurate and concise reports; sorts items into categories according to established methods; communicate effectively in oral and

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written form; resolve complaints from angry citizens; understand MUNIS budgetary system, governmental accounting procedures, governmental seasonal reporting requirements, and Ohio laws pertaining to such.

### POSITIONS DIRECTLY SUPERVISED:

N/A.

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)

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