

BUDGET DIRECTOR

Hamilton County is accepting applications for the position of budget director. This position is full-time, 40 hours per week and will be based in the auditor's office at the courthouse. Duties are listed in the job description available from the Hamilton County Auditor's Office. Position requirements: accounting and bookkeeping experience. An accounting degree is preferred, but not required. Applications and resumes will be accepted in the Hamilton County Auditor's Office until the position is filled. Submit your resume and a completed application by email to kschaa@hamiltoncounty.org or mail or drop these items off to:

Hamilton County Auditor
Atten: Kim Schaa
2300 Superior Street, Suite 2
Webster City, Iowa 50595

Hamilton County is an Equal Opportunity Employer (EOE).

**Hamilton County- Auditor's Office
Job Description**

Position: Budget Director
FLSA: Non-Exempt

Reports to: County Auditor
Effective Date : July 1, 2024

General Summary: Under the general direction of the County Auditor and Board of Supervisors. Performs a variety of complex professional, administrative, supervisory, and technical accounting and finance functions in maintaining the fiscal records and systems of the county.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

FINANCIAL AND BUDGET REPORTING – Responsible for all aspects of financial and budget reporting for Hamilton County. Including, but not limited to the following specific duties:

- Assure compliance with state laws regarding governmental budgeting and reporting.
- Preparation of Hamilton County budget, including attending budget meetings and work sessions with Department Heads and Supervisors as necessary.
- Coordination and preparation of budget amendments.
- Projection of anticipated income, expenditures, and fund balances for budgeting purposes.
- Ensure accurate recording of budget and financial transactions in the computer system.
- Responsible for all departmental and service area budgets staying within appropriations.
- Preparation of monthly cash basis financial reports to Supervisors and Department Heads.
- Reconciliation of fund balances between County Treasurer and County Auditor General Ledgers.
- Assists in the preparation and review of work papers for annual audit by the County's external auditor.
- Preparation of numerous expenditure and cost reports as required by the legislature.
- Assure compliance with grant agreements and handle related reporting as required by the grantor.
- Prepare and file annual cash report.
- Prepare and file annual accrual report.
- Other duties as assigned.

ACCOUNTS PAYABLE – Processes and maintains the County Accounts Payable Processes that include, but not limited to:

- Input of claims for payment and posting claims; printing of checks & reports; preparing claims for scanning, mailing checks, and disbursement of checks; processes handwritten checks as needed and void checks as needed.
- Verify all transactions on credit card website have been coded, reviewed, and approved by department heads.
- Monitor for insufficient receipts from employees.
- Maintain LOSST revenue & expense records.

OTHER OFFICE DUTIES

- Assist Election Staff during elections, which may include assisting voters at the counter, assist delivering/picking up machines to/from polling places.
- Work extra hours on some Saturdays and weekdays for primary, general, special, and city/school elections as required by law or necessary to perform added election duties.
- Assist in processing voter registrations and processing absentee ballot requests & ballots.
- Answer the phones.

ESSENTIAL FUNCTIONS

- Possess a current driver's license and reliable transportation.
- Capable of working closely with all County staff, Board of Supervisors and County Department Heads.
- Must be able to work well with people in what is occasionally a high-pressure situation.
- Must be able to handle deadlines well.
- Must have organizational skills necessary to efficiently perform the job of Budget Director.
- Other tasks as assigned.

EDUCATION REQUIREMENTS

- High School Diploma or GED
- Education or Experience in Accounting

REQUIRED SKILLS /ABLILITES

- Knowledge of basic account principles.
- Able to proficiently operate general office equipment such as computers, 10-key calculator, copy machine, postage machine, & telephone.
- Utilize Microsoft Office products such as Word, Excel, and PowerPoint.
- Effectively communicate verbally and in writing.
- Establish & maintain effective working relationships with other County employees, officials, representatives of other agencies, and the general public.
- Demonstrates analytical thinking and problem-solving skills.
- High attention to detail and organizational skills.
- Ability to work under pressure and public scrutiny.

Physical Requirements and Work Environment:

- Normal office environment including sitting, standing, walking, bending, pushing, pulling or lifting; occasionally required to exert a force of up to 24 pounds or less.
- Regularly required to speak and hear, must be able to operate and monitor variety of office machines and some may involve extended periods of time at a keyboard or workstation.
- The typical schedule for this position is Monday-Friday: 8 AM to 4:30 PM. Must also be available to attend meetings/work outside of normal business hours as requested and may be required to travel to meet job requirements.

The physical demands and work environment described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions absent undue hardship. Hamilton County retains the right to change or assign other duties to this position.

Employee Signature

Date

Employee Name (Print)

Department

Department Head or Elected Official

Date