

CLASS SPECIFICATION FOR
Budget Director

GENERAL STATEMENT OF DUTIES: Responsible for the administration of the budget activities of the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class involves fiscal and administrative work relating to the responsibility for the supervision and management of the County's Budget function. The incumbent is given wide latitude in the performance of duties. A high level of judgment is necessary, for errors in judgment could be costly to the County. Work is performed under the general supervision of either the Deputy Director of Finance or the Director of Finance.

EXAMPLES OF WORK (illustrative only):

- Responsible for the preparation, compilation and administration of the annual operating and capital budgets of the County of Henrico, inclusive of the budget for the Henrico County Public Schools;
- Responsible for developing and maintaining budget controls, including reporting systems and procedures, and ensuring that departments maintain budgets based upon authorized appropriations and abide by the County's financial policies;
- Conducts and oversees research studies and critical analyses and prepares reports;
- Directly supervises daily operation of the Budget Division to include its organization, staffing, budgeting, reporting, work scheduling and presentation activities;
- Works with outside auditors and resolves problems arising from audit;
- Makes frequent presentations to the Board of Supervisors and other outside and professional groups and organizations and/or constituencies;
- Serves as a consultant to the County's Senior Management and Board of Supervisors;
- May assist in planning, organizing, coordinating and directing activities of the Department of Finance;
- May act as Deputy Director of Finance or Director of Finance in that person's absence;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principles and practices of accounting and budgeting (i.e., GAAP); extensive knowledge of the principles underlying general laws (i.e. State tax code) and administrative policies governing financial practices and procedures; extensive knowledge of the principles and practices of financial management, including budgeting and accounting; extensive knowledge of the principles and practices of administrative management; effective oral and written communication skills; ability to plan, organize and direct the work of subordinate professional, supervisory, technical and/or support employees; ability to establish and maintain productive and harmonious working relationships with the public, employees, County agencies and elected officials; ability to prepare technical and informative reports, ability to present complex information to varied audiences; ability to exercise sound judgment and discretion..

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in accounting, business administration, finance, public administration or a related field and six (6) years of financial management experience, two (2) of which must have been in a supervisory capacity (master's degree preferred); OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.