

**BUDGET ASSISTANT**

**DEFINITION OF WORK:** Under general supervision, performs responsible accounting support work in reviewing and processing personnel transactions (WV-11) in the State Budget Office; reviews, approves and processes personnel transactions in the Personnel Management Information System (PIMS) against the personal services budgets of all state agencies and higher education institutions; monitors agency personal services expenditures as part of review process, notifies agency of deficits and advises agency on how to correct the problem; enters and processes personnel actions for selected agencies; confers with user agency payroll/human resources staff on status of personnel actions, error messages in PIMS and Human Resources Information System (HRIS) and to expedite personnel actions when necessary; assists in testing new programs/system upgrades in PIMS and HRIS and in training agency personnel in system revisions; assists agencies to ensure that payrolls are processed timely according to State Auditor's Office deadlines; builds data files for new fiscal year personal services accounts. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS:**

Receives, enters and processes WV-11 personnel actions forms for all agencies; assures accuracy of data, account numbers, effective date; matches salary amounts against expenditure schedule; verifies signature authority against established approval tree; and, explains personnel regulations or budget/salary guidelines issued by the Governor or other state officials.

Enters WV-11 personnel action forms for selected agencies not having access to PIMS/HRIS systems; reviews and approves WV-11 forms according to established procedures and authority level.

Confers with user agency payroll/human resources staff on incomplete or incorrect forms; determines problems and advises agency on corrections; notifies agencies when salary requested exceeds budgeted amounts and advises agency staff on how to transfer funds and/or amend expenditure schedule as necessary.

Confers with agency payroll/human resources staff on status of WV-11's, error messages from PIMS and HRIS, referrals from IS&C Help Desk on system procedures and to expedite personnel transactions when necessary.

Assists in testing of PIMS/HRIS system upgrades; assists in writing instructions for system use; assists in conducting training for PIMS operation.

Builds data files for personal services accounts for new fiscal year; assists in writing and testing instructions for developing and submitting expenditure schedules for new fiscal year.

Prepare regular and special reports related to state personnel and payroll.

**BUDGET ASSISTANT (CONT'D)**

**REQUIRED COMPETENCIES:**

Knowledge of state budget forms, processes and cycles.

Knowledge of basic arithmetical calculations.

Knowledge of state personnel regulations affecting personnel transactions.

Knowledge of state government organization.

Skill in the use of a calculator.

Ability to effectively use automated personnel information systems such as PIMS and HRIS.

Ability to quickly and accurately review and process personnel transactions in PIMS.

Ability to apply rules, regulations and policies to specific personnel transaction processing.

Ability to use a personal computer, job-related software including spreadsheets.

Ability to use office equipment such as calculator, copier and fax machines.

Ability to work effectively with agency personnel to resolve budget issues and to resolve problems with personnel actions under severe time constraints.

Ability to maintain effective working relationships with other state employees.

Ability to communicate effectively.

**MINIMUM QUALIFICATIONS**

**TRAINING:** Graduation from a standard high school or equivalent.

**EXPERIENCE:** Three years of full-time or equivalent part-time paid office clerical, accounting support or payroll work in a state agency.

**SUBSTITUTION:** Successful completion of a course of study in an accredited college or university may substitute for the experience as described above on a year-for-year basis.

Established: 5/19/05

Effective 6/1/05