

**BUDGET MANAGER**  
\$34,480.00 - \$66,085.00 annually

The Florida Clerks of Court Operations Corporation (CCOC) is seeking a Budget Manager with a background in economics for the Tallahassee, Florida office, 2560 Barrington Circle.

The essential function of this position within the Florida Clerks of Court Operations Corporation is to assist with the coordination, analysis and development of the Clerk of Court state budgeting process. This position will have the opportunity and responsibility to work closely with elected officials on budget matters, various projects, and in committee meetings. The incumbent in this position is also responsible for monitoring/tracking revenue trends, assisting with projections for the Revenue Estimating Conference, analyzing and providing updates to clerk leadership on major data trends, and performing various budget-related tasks with counties. The incumbent will also be involved in analyzing funding needs, requests and allotments, developing and evaluating objectives for budgets.

**EXAMPLES OF WORK PERFORMED**

(NOTE: Examples are intended as illustrations of various types of work. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists with design and implementation of budgets and report forms used to capture requested budget, operational budget, financial, and workload data – Excellent Excel and logic skills necessary
- Participates in preparation for the Article V Revenue Estimating Conference.
- Conducts technical reviews of Clerk Budget request which includes but is not limited to analysis of expenditure, revenue, unit cost and performance measures.
- Provides the Budget and Communications Director, Executive Director and CCOC Council with staff budget considerations.
- Assists with planning and facilitating various meetings including recording minutes, providing data and other materials, presenting agenda items or materials and providing technical assistance.
- Assists with legislative bill analysis and provides information related to the budget process and possible effects.
- Monitors the budget status for each Clerk's Office during the fiscal year and provides issue resolution assistance as needed.
- Performs data analytics on historical and current data for multiple purposes, including observing trends and forecasting variables.
- Assists with the compilation of Clerks' budget requests for a recommendation for approval of the CCOC Executive Council.

**MINIMUM TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with a major in accounting, finance, business administration, economics, public administration, or communications and one-year experience, in governmental budgeting, finance or accounting or an equivalent combination of training and experience. Preference will be given to candidates that with a background in economics and/or statistics and applicable experience in the legislative process.

SKILLS REQUIRED

**Hard Skills**

**Microsoft Excel** – Advanced Level  
Knowledge including Lookups, Pivot Tables, Forecasting, etc.

**Microsoft Word** – Intermediate Level  
Knowledge including basic mail merge and formatting techniques

**Microsoft PowerPoint** – Intermediate Level  
Knowledge including design basics and transitions

**Microsoft Outlook** – Intermediate Level  
knowledge including mail forwarding and using shared folders

**Soft Skills**

Logic  
Critical Thinking  
Public Speaking

Time Management  
Organization Skills  
Sound Judgement

Analytical Skills  
Multi-tasking  
Technologically Savvy

SUBMISSION OF RESUME

Please submit your resume and a State of Florida Application to [employment@flccoc.org](mailto:employment@flccoc.org)