

SENIOR BUDGET ANALYST

General Definition of Work:

Performs advanced technical work in the preparation and analysis of budget; development, analysis and management of business plans, gathering and review of performance management data, preparation of meaningful reports. Supervision is exercised over the Contract and Purchasing Analyst. Work is performed under the regular supervision of the Senior Deputy County Manager and coordination with Finance Director.

Essential Functions/Typical Tasks:

Assists with the preparation and maintenance of preliminary, annual and capital improvement budgets; assists with development and analysis of performance measurement plans; monitors, analyzes and reviews budgets and expenditures.

(These are intended only as illustrations of the various types of work performed. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Coordinates the development, review and analysis of the annual operating and capital budgets.
- Documents long range Capital Improvement Plans (CIP); coordinates and manages CIP budgets.
- Assists in the development of department budgets and performance measurement plans; monitors and reviews departmental budget requests and performance targets for appropriateness, impact, cost effectiveness, and conformity to County priorities.
- Reviews all funding requests and makes recommendations as needed;
- Researches, analyzes and prepares various budgetary/financial projects and reports at the direction of the Senior Deputy County Manager.
- Develops and implements revenue and expenditure forecasting methodology with assistance of Finance Department.
- Determines financial impact of new programs; identifies ways to reduce costs, increase revenues, and increase efficiency.
- Monitors programs' budget performance; performs cost controls activities; monitors revenue and expenditures to assure sound fiscal control; prepares annual and semi-annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Evaluates service costs and makes related recommendations.
- Develops and implements policies, procedures, and standards for efficient and effective operation and budgetary controls; monitors compliance with established policies and procedures.
- Identifies and recommends improvements in divisional and departmental operations to ensure support functions are efficient and cost effective.
- Manages annual budget process; provides advice and technical assistance in preparation of budgets and establishing performance targets.
- Prepares supporting budget documents, statistical data, budget amendments and other fiscal information.
- Analyzes current expenditures and revenues for patterns or potential problems.
- Coordinates and reviews external agency funding requests by non-profit organizations; receives and reviews audits and management letters of external agencies funded by the County.
- Provides training to departments as needed.
- Assists with estimating expenditures.
- Prepares and maintains budget spreadsheets, records and files.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of the functions and operations of County organizations; general knowledge of the theories, principles, practices and techniques of local government accounting, finance and budgeting; general knowledge of the state laws and local ordinances applicable to budget preparation, approval and administration; general knowledge of research techniques, methods and procedures; ability to analyze and develop budget estimates; ability to conduct detailed research and prepare reports and findings; ability to establish and maintain effective working relationships with associates. A high level of proficiency in Microsoft Office, especially Word and Excel is required. Requires close attention to detail; ability to establish rapport with various departments and staff; excellent analytical and writing skills; ability to present information in various formats (charts, graphs, spreadsheets, written descriptions, etc.); ability to train on systems and policies and procedures. Position requires the ability to work with departments to set performance measures and develop the ability to track them.

Education and Experience:

Requires graduation from an appropriately accredited college or university with major course work in accounting and some experience in local government budgeting. Requires Microsoft Office proficiency, particularly Word and Excel. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.

HR Revised 8-18-2016