

**BUDGET ANALYST**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Budget**REPORTS TO:** Budget Director**CLASS SUMMARY**

Assists with the development, preparation, administration and analysis of County budgets.

**DISTINGUISHING CHARACTERISTICS**

The Budget Analyst is the first level of a two level budget analyst series. The Budget Analyst is distinguished from the Senior Budget Analyst who is responsible for performing more complex analyses and serving as a lead to the Budget Analyst.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Monitors the County's operating budget by maintaining a budget amendment tracking system and continuously analyzing budget amendments to ensure the budget is balanced.
- Reviews individual department expense and revenue accounts throughout the year and consults with departments to resolve any identified issues or discrepancies.
- Assists departments with financial system related issues and problems such as setting parameters to print reports, keying budget amendments, and entering budget requests and justifications.
- Provides training to department end-users on the use of the budget software which includes coordinating training sessions and writing instruction manuals.
- Gathers data from the financial system and other sources in order to provide requested information and reports to the budget director and staff from other departments.
- Evaluates budget requests from departments which includes comparing new information with previous information, analyzing trends, requesting additional justification, and making recommendations to approve or deny the requests.
- Collaborates with human resources to analyze salary, benefit, and position data in order to provide an accurate salary and benefit projection for the next budget year.
- Assists departments with developing performance measurements to ensure they correspond with established County goals.
- Monitors the application process for outside agencies requesting County funds to include ensuring contracts are updated and all obligations to the County are met and the amounts requested are entered into the budget.
- Maintains the department's website.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- Principles and methods of public agency accounting and budgeting;
- Financial, statistical, and program analysis;
- Performance measurement systems related to local government budgeting;
- Research techniques;
- Budget software programs;
- Applicable federal, state, and County laws;
- Functions and operations of local government agencies;
- Budget forecasting techniques;
- County program operations.

## **BUDGET ANALYST**

Skill in:

- Preparing reports;
- Using computers and applicable software;
- Reviewing and interpreting statistical information;
- Analyzing budgets and programs;
- Evaluating program effectiveness;
- Working on multiple tasks;
- Developing budgets;
- Performing financial analysis;
- Performing statistical analysis;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **TRAINING AND EXPERIENCE**

Bachelor's Degree in Accounting, Finance, or a related field and two years of accounting, budget development and analysis and related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **LICENSING/CERTIFICATION**

None required.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires standing, walking, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **GENERAL INFORMATION**

FLSA Status: Exempt

Class Spec Established/Revised: E11/99; R10/02; R3/08