

**SENIOR 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 the department director by performing complex analyses in preparation of the County budget and serves as a lead to staff.

**DISTINGUISHING CHARACTERISTICS**

The Senior Budget Analyst is the second level of a two level budget analyst series. The Senior Budget Analyst is a professional level position and is distinguished from the Budget Analyst by its responsibility for performing more complex analyses and serving as a lead to the Budget Analyst.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Serves as a lead to staff member in providing knowledge and direction in financial and statistical analysis and computer applications.
- Assists the director in the development of the proposed and annual budget documents through the interpretation of financial data.
- Analyzes and evaluates the operating and capital requests of County departments to report the financial and budgetary status of the department to include making recommendations to the department director regarding appropriate action.
- Corresponds with County departments to address inquiries and to assist with the preparation and monitoring of budgets.
- Educates County department heads in the preparation of performance measures and the development of capital improvement programs. Prepares County's Capital Improvement Plan for incorporation in the budget document and for special reports.
- Assists with special cost or productivity assignments as directed by the department director to include preparing reports detailing costs and productivity status.
- Reviews and summarizes data submitted by the Board of Education in their annual budget report and reviews the NC Board of County Commissioners' report to ensure accuracy.
- Makes recommendations to the department director regarding proposed cuts and increases in service programs.
- Works closely with the County IT Department to ensure that financial data has been downloaded correctly from the County mainframe computer system to include making recommendations regarding changes to forms and programs.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Some positions may:

- Supervise staff to include prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, and making hiring, termination, and disciplinary recommendations.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- Accounting principles;
- Federal, state, and county budgetary guidelines;
- Cost analysis;
- Performance measures;
- Basic mathematical principles;
- Record keeping procedures;
- Statistical principles;
- Budget forecasting and preparation techniques.

## **SENIOR BUDGET ANALYST**

### Skill in:

- Using computers and applicable software;
- Operating various office machines;
- Researching data;
- Reviewing, editing, and analyzing financial data;
- Preparing and analyzing reports;
- Preparing 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 three 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, fingering, 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