

# Senior Budget Analyst



## General Summary of Classification:

Assists departments with all highly complex analysis, planning, preparation, justification and administration of their annual operations and capital projects budgets, variable revenue and non-County funding sources; coordinates and participates in work sessions; performs a wide variety of routine and complex duties to prepare assigned departments' fiscal year budgets and related documentation for inclusion and presentation in the County's annual fiscal plan and capital expenditures plan; and performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

This is the fourth level of an approved career development plan (CDP).

- Proficiently performs all of the essential job duties of a Budget Analyst III in addition to the following:
- Responsible for oversight of monitoring department budgets for compliance with stated goals and objectives and ensuring that expenditures are made in accordance with appropriations and established County guidelines; oversees the conduct of management studies in County departments;
- Prepares and reviews responses to information requests from the Board of Supervisors, the County Executive, department management or the public; develops policies, procedures, and practices governing the development, formulation and maintenance of the budget; participates in the development and oversees the implementation of strategic and management initiatives;
- Serves as County budget subject matter expert in areas such as capital projects, grants, performance measures, pay for performance, and revenues, coordinates and develops budget presentations and analyzes information relating to capital project funding;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Thorough working knowledge and understanding of the principles and practices of public accounting and public administration; thorough working knowledge of the principles and practices of public accounting and budget preparation and control with ability to accurately analyze and develop accurate funding, revenue and expenditures forecasts and budgets, and monitor expenditures in accordance with County policies.
- **Technical:** Excellent computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; ability to synthesize and compile multiple types of data and produce easily understood forecasts, budgets and summaries.
- **Communication, Customer Service, and Interpersonal:** Excellent interpersonal and communication skills to communicate financial and technical information, which may include relevant complex information, clearly and accurately to diverse public populations and staff.
- **Decision-making and Authority:** Ability to understand and follow complex instructions, policies and data, including federal regulations; ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines.
- **Leadership:** Non-supervisory. Ability to work independently with minimal supervision and as part of a team.
- **Environment:** Typically works in an office setting; may work in various locations based on assigned duties, such as cross training.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

## Minimum Education and Experience:

**Education:** Four (4) year degree in accounting, finance, public administration or other relevant field of study preferred;

**Experience:** Six (6) years of relevant work experience is preferred;

**OR:** Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Refer to current approved CDP for any additional education, licenses, certifications or other level specific requirements.

### Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.