

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Budget Analyst
Department: General
Revised : August 2015

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Budget Analyst classification.

GENERAL DESCRIPTION

Highly responsible professional level accounting work involving considerable independent judgment in preparing the annual budget, reading, interpreting, and implementing County or departmental fiscal policy. Work involves monitoring expenditures and revenue in order to maximize projected revenues to be received. Work is performed independently under the general supervision of a higher level manager or director and is evaluated by observation and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Assists in preparing annual operating budgets, capital budgets, and capital improvement plans for review by management; acts as budget and fiscal officer and oversees a sophisticated accounting system.

Prepares the annual budget based on Federal, State, and County appropriations.

Evaluates budget requests from department(s) which includes comparing new information with previous information, analyzing trends, requesting additional justification, and making recommendations to approve or deny requests.

Performs budget research, revenue and expenditure projections and makes appropriate recommendations; researches and makes recommendations on cost saving measures.

Prepares a completed budget package for presentation to a Director, County Manager, and/or County Commissioners; attends meetings to answer questions concerning the budget.

Analyzes the budget and makes recommendations on programs over and under budget and performs projections on different budgetary scenarios to various programs to see the impact on the County's costs and revenues and to assist in planning for future budgetary needs.

Reviews departmental performance measurement information and budgets for appropriateness, impact, cost effectiveness and conformity to County priorities and focus areas.

Exercises discretion and independent judgment in making recommendations for solutions to budgetary problems.

Completes budget amendments as to the amount of County funds needed as well as revenues projected to be received.

Formulates policies and procedures regarding the County budget process.

Prepares various monthly, quarterly, and annual financial reports.

Supervises lower level staff members and evaluates work performance.

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OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of accounting, budgeting, and auditing principles and practices.

Considerable knowledge of local government accounting methods, procedures, and financial practices.

Considerable knowledge of local government programs, funding sources, and specific regulations governing expenditures and revenues.

Ability to use independent judgment and discretion in order to interpret and apply Federal, State, and Local fiscal regulations and to analyze and correct budgetary problems and errors.

Ability to prepare interpretive or analytical accounting or financial statements and reports.

Ability to manage complex budget(s) which is continually impacted with changing regulations and variations in funding and documentation requirements.

Ability to work independently with minimum supervision.

Ability to establish and maintain effective working relationships with government officials, the public, departmental program personnel, and other staff.

Ability to organize and present clearly oral and written reports of findings and recommendations.

Considerable skill using computers and applicable software.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Masters's Degree from an accredited college or university in Accounting, Finance, or related field and two years of experience in fiscal management, budget development and analysis, public administration, or related field; or Bachelor's degree in Accounting or Finance, or related field and three years of experience in fiscal management, budget development and analysis, public administration, or related field; or an equivalent combination of education and experience. Local government experience is preferred.

This job description does not create an employment contract, implied or otherwise.