

MANAGEMENT AND BUDGET ANALYST

GENERAL RESPONSIBILITIES

Analyzes, reviews, monitors, provides guidance, and presents budgets in accordance with the fiscal management goals and objectives and Federal, State, and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Approve, recommend, and prepare journal entries and reports
2. Prepare and maintain schedules, statistical tables, reports, and verified work publications
3. Participate in work groups and attend public meetings
4. Prepare comparative analysis, monitor, and approve fiscal revenues and expenditures
5. Assist in developing long-term revenue and expenditure projections
6. Evaluate and make recommendations on projects, ideas, and financial information
7. Act as liaison to elected officials, agencies, and organizations
8. Present budget recommendations to leadership effectively and efficiently
9. Assist in facilitating the provision of services, facilities, and infrastructure
10. Assist in studying, developing, and standardizing procedures and policies to improve efficiency and ensure sound fiscal management practices
11. Perform related duties as to specific assignments
12. Any employee may be identified as Essential Personnel during emergency situations
13. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
14. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Accounting, Economics, Finance, Political Science, Public Administration or related field
2. Two years experience in finance or budget management*

*A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Read, analyze, and interpret business and technical procedures and governmental regulations
2. Make presentations on complex topics to top management, public groups and/or boards, and employees
3. Write reports, correspondence, procedures, and other required documentation
4. Define problems, collect data, establish facts, and draw valid conclusions to support budgetary recommendations
5. Use computer software programs and/or other applications including, but not limited to,

Excel, Word, and the County's Financial Management System

6. Organize and analyze financial data
7. Apply complex mathematical concepts and formulas to agency-specific data
8. Work with detail, problem solve, and communicate fiscal problems
9. Prioritize use of time based on individual workload, group workload and projects
10. Understand and work within the legal and procedural framework of local government