



BUDGET OPERATIONS ANALYST

Classified Unclassified

New Revised

DEFINITION

Under the general supervision of the Agency Head and/or designee, this is highly procedural work which performs analytical tasks involving complex phases of examination, expenditure projections and preparation of the budgetary operating needs of assigned departments/agencies. The Budget Operations Analyst conducts financial analysis of expenditure accounts, also reviews the functions and procedures affecting government departments and agencies.

The employee performs a variety of routine assignments required to analyze and review the fiscal operations and procedures of all departments and agencies, prepares reports and provides support on budget operational matters in accordance with established local laws, guidelines, policies, and procedures. Work is reviewed for conformity with established laws, rules and regulations through progress reports, conferences, and evaluations.

DUTIES (NOT ALL INCLUSIVE)

Provides assistance in administering respective budget plans to departments/agencies, divisions, bureau, and program heads.

Provides guidance, oversight, development, and implementation of the Executive Budget, and promote its strategic use by departments and agencies.

Examines budget estimates and accounts of assigned departments/agencies and studies their operations and needs.

Investigates the operations of departments/agencies, boards, and commissions with reference to budgetary requirements, methods of keeping budget accounts and organization.

Submits requests for budget adjustments, allotment allocations, creation of positions, encumbrance requisitions and other fiscal documents to Budget Director for approval.

Reviews budget transactions, document, records, reports and methods for accuracy and effectiveness.

Participates in conferences, and hearings regarding the budgetary requirements of assigned departments/agencies, boards, and commissions.

Reviews federal guidelines, Congressional and Legislative Acts and other pertinent references.

Provides support and assistance to assigned agencies relative to budget reporting and management.

Prepares and compiles information for budget, legislative hearings, and reporting purposes.

Prepares analyses showing financial schedules and supporting documents, statistical data and all other data explaining the findings and results of the analyses.

Provides assistance with the coordination of budget operations and related activities to management.

Processes and monitors budget appropriation releases and personnel funding requests.

Prepares account analysis, financial forecasting, and projections, as requested.

Maintains follow-up communication with assigned departments and agencies to address issues timely.

Prepares reports and appropriation funding releases pursuant to legislative action.

Conducts follow-up sessions with departments/agencies to ensure compliance.

Participates in professional trainings and development; adheres to attendance and workplace regulations and policies.

Resolves budget issues and problems for assigned departments.

Provides assistance with the training needs as it relates to budget management activities.

Performs other accounting related duties as required.

FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the principles and practices of public budgeting, governmental accounting, auditing theories, principals that apply to governmental operations.

Knowledge of the organizational operations of departments and agencies to understand and implement programs within local or federal guidelines.

Skill in organizational, written and oral communication.

Skill in high level of computer literacy and proficiency, especially in the latest Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint.

Ability to adhere to and comply with established rules and regulations.

Ability to prepare financial data analysis.

Ability to exercise efficient time management to meet established deadlines.

Ability to coordinate and handle multiple tasks with minimal supervision.

Ability to analyze and evaluate data, create spreadsheets, charts, graphs, and presentations.

Ability to read and comprehend.

Ability to interact with senior management personnel (internal and external) and to establish strong relationships with co-workers and staff of other departments and agencies.

Ability to work independently with confidentiality possessing exceptionally efficient and effective oral and written communication skills with considerable experience and demonstrated ability to serve the public and others in a courteous and professional manner.

FACTOR 2- SUPERVISORY CONTROLS

Work is assigned to the employee by the immediate supervisor or Agency Head. The employee is expected to perform with minimal supervision. Work is reviewed for conformity with established laws, rules and regulations through progress reports, conferences, and evaluations.

FACTOR 3- GUIDELINES

Guidelines include federal and local laws, rules and regulations, grant award conditions, contracts, agreements, OMB circulars, memos from regulatory departments including the Office of Management and Budget, Department of Finance and Property and Procurement.

FACTOR 4- COMPLEXITY

This position entails comparing conditions and readily available data with requirements specified by regulations, established procedures, or generally accepted accounting practices.

FACTOR 5- SCOPE AND EFFECT

The purpose of this position is to provide general financial and operational guidance, supporting budget examination and preparation, and various phases of budgetary analysis.

FACTOR 6- PERSONAL CONTACTS

Contacts are with co-workers, agency heads, fiscal officers, other employees and key stakeholders within the local, federal government or the community.

FACTOR 7- PURPOSE OF CONTACTS

Contacts are made to obtain and distribute pertinent information.

FACTOR 8- PHYSICAL DEMANDS

Work is mostly sedentary with minimal physical demands including lifting at least 30lbs.

FACTOR 9- WORK ENVIRONMENT

Work is performed primarily in an office setting, where no special safety regulations or precautions are necessary.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting, Finance, Economics, Business Administration and/or Management or a related field, which must include at least twelve (12) credit hours of accounting, finance, or management; and at least three (3) years of relative working experience in accounting or a related field.

OR

Associates Degree from an accredited institution in Accounting, Finance, Economics, Business Administration and/or Management or a related field, which must include at least twelve (12) credit hours of accounting, finance, or management; and a minimum of five (5) years of relative working experience in accounting or a related field.

Date: 10/28/2021

Approved by: 
Director, Division of Personnel