

BUDGET ANALYST

MAJOR FUNCTION

This is a administrative, professional staff position providing administrative duties and budget support to a major department of the County. The employee in this classification performs advanced and highly complex work in managing and maintaining the assigned projects, processes, and tracking and reporting requirements of the assigned department including assisting the Department Director with the management of the finances and budget. Essential functions as outlined herein are performed according to the assignment area.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Provide financial expertise by acting as the key liaison person between the department, Budget, and Finance Departments of Marion County.
- Gather, compile, and analyze financial information on issues for the preparation of required planning documents and budgets.
- Analyze internal fiscal tracking system in order to ensure that reported budgetary information is accurate and consistent by reconciling accounts monthly.
- Administer revenue and expenditure components of the department budget and all agreements with other government agencies, private developers, or businesses to ensure that all charges are current and obligations of the agreements are met in a timely manner.
- Monitor and review agreements with consultants for conformity with the terms and conditions of the agreements.
- Apply for and oversee grant projects and documents, ensuring that all required documentation and verification of work is present for reimbursement determination. Reports financial status of grant projects to the Department Director on a monthly basis.
- Instrumental in developing and implementing policies, procedures and related changes in organizational and administrative systems as directed by the Department Director.
- Performs in depth review, study, and analyses according to direction. Conducts research, compiles facts, analyzes data, develops recommendations, observations or summaries and submits written and oral reports as directed.
- Coordinates and manages operational and administrative processes, projects, and special assignments according to the area of assignment and as directed, e.g., procurement activities, information systems management.

BUDGET ANALYST

SECONDARY FUNCTIONS

- Performs other duties as assigned.
- Attendance at night, after hours, or weekend meetings may be required.

CUSTOMER SERVICE

This is a front-line position providing excellent service to members of the public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, developers, consultants, and customers of the Utilities Department. Service is provided by phone contact, or in person.

SUPERVISION

This position has no supervisory authority. Will work closely with the Department Director, other department employees, and other County departments to successfully develop and oversee budgets, contracts, and funding programs approved by state or federal agencies.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Graduate from an accredited college with a bachelor's degree in Finance, Accounting, or Business Administration. Three years progressively responsible and professional experience in government or private programs related to accounting or planning. One year of supervisory experience; or any equivalent combination of education and experience.

Licenses

Must possess a valid state of Florida Driver License. EVOC required before operating any County owned vehicles.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret the most common financial reports and legal documents.
- Ability to respond to common inquiries from developers, consultants, regulatory agencies, or members of the financial and business community.
- Ability to draft reports, spreadsheets, or databases that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

BUDGET ANALYST

Mathematical Skills

- Ability to calculate figures, accounts, and projections, such as amortizations, growth projections, revenue projections, and annual depreciations.
- Requires the ability to identify trends in expenditures and revenues.
- Requires the ability to apply concepts of advanced algebra.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of data in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs continually. Functions as an expert in matters of rules and policy for accounting and budgeting.

Specialized Skills and Abilities

- Strong organizational skills and ability to clearly and concisely communicate orally and in writing.
- Ability to speak effectively before groups and to exercise sound judgment and tact.
- Knowledge of the functions, operations, and structure of County government.
- Extensive knowledge of the principles and practices of accounting along with the ability to perform research and interpret data.
- Ability to analyze statistical and other data and prepare professional reports.
- Requires the ability to read and/or prepare a variety of forms and documents including schedules, budget proposals, expenditure/revenue reports, etc., using proper format.
- Ability to establish and maintain good working relationships with other County departments and outside agencies.
- Ability to remain calm in stressful situations. Must be adaptable to performing under minimal stress levels when confronted with an emergency.
- Ability to taking a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

BUDGET ANALYST

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, County automobile, and other general office equipment in the completion of the tasks of this position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will frequently be required to sit. Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Must be able to carry ten pounds. Requires the ability to differentiate between colors and shades of colors.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. The noise level is moderate. Majority of work performed is inside an office. Job functions are performed during the normal workday, however may require night or weekend meetings or in-state travel.

Established: 6/2003

Pay Grade: 18

Job Description Number: 3188

Category: 3

Status: E

Revised: 10/2005