



Budget & Management Analyst II

Class Code:
01120
FLSA Status:
Exempt
Grade: A11

STAFFORD COUNTY

GENERAL DEFINITION OF WORK:

Performs intermediate professional work in the preparation and analysis of budgets and short- and long-range financial planning and supports departments in their budget process. Independently provides direction and guidance to departments on budgets. Independently maintains and oversees the budget of one or more funds. Does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS:

- Assists with the review and analysis of proposed budgeted expenditures and budget preparation;
- Provides the review, preparation, and analysis on one or more funds budgeted expenditures and revenues;
- Assists with the monitoring of budget and expenditure reviews;
- Provides the variances on one or more funds with recommendations to County Administration and/or Departments for mitigating negative fiscal impacts;
- Prepares and maintains budget spreadsheets, records, and files;
- Prepares, presents, and assists with providing direction and guidance for departments on established budgetary policies, guidelines, and procedures;
- Prepares and assists in the preliminary and final formulation, presentation, and administration of the recommended annual operating budget and capital improvement budget for the County;
- Assists with the preparation of supporting budget documentation including revenue projections, statistical data, and other fiscal information;
- Assists in the preparation, review and presentation of the five-year financial plans;
- Analyzes current operating expenditures and the estimates of future expenditures;
- Prepares informational materials on budget proposals;
- Conducts research and expenditure patterns, discuss results with supervisor, and recommends financial corrective measures as required;
- Assists with and plans for organizational wide meetings to meet the goals and timelines of the department;
- Prepares, researches, and develops Board of Supervisor Agenda items and various work sessions;
- Provides training to employees as needed for basic budget entry, budget adjustments, and capital planning;
- Provides administrative support in strategic plan documentation and presentation to the board;

- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the functions and operations of County organizations;
- Intermediary knowledge of the theories, principles, practices, and techniques of municipal budgeting;
- Intermediary knowledge of accounting and finance;
- General knowledge of state laws and local ordinances applicable to budget preparation approval and administration;
- Thorough knowledge of research techniques, methods, and procedures;
- Ability to analyze and develop budget estimates; ability to conduct detailed research and prepare related reports;
- Ability to communicate clearly and effectively, both vocally and in writing;
- Ability to use Microsoft Word and Power Point and proficient in the use of Microsoft Excel;
- Ability to establish and maintain effective working relationships with associates, supervisors, other departments, and the general public while providing excellent customer service.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with major work in business administration, accounting, public administration or a related field, and at least 1 year of previous experience in a role with main responsibilities over budget activities. A minimum of 5 years of experience supporting budget process or working with related budget activities, in a municipal budget office, administrative, or financial operation is accepted in lieu of a degree.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is not subject to adverse environmental conditions.

Approved by: _____

Date: ____/____/____