

**Jefferson County Position
Description**

Name: _____ **Department:** Finance
Division: _____

Position Title: Budget Analyst I **Pay Grade:** 6 **FLSA:** Non-Exempt

Date: June 2022 **Reports To:** Finance Director

Purpose of Position

Under general direction of the Finance Director, the Budget Analyst I assists with the development, preparation, analysis, and ongoing review of the County's operating and capital plans, performance measures, management reviews, and continuous improvement projects.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists in the development of the County's overall budget document, and at the departmental level, providing advice and analysis to increase the efficiency of the County's spending.
- Performs primary preparation of budget analysis for assigned funds including tasks such as the development, preparation, analysis, and review of budget statements, reports, and records.
- Compiles and analyzes budget information to prepare entries to general ledger accounts and applies principles of accounting to analyze budget information and prepare budget reports.
- Analyzes, interprets and develops current-year and multi-year revenue and expenditure projections for the use in preparing operating and capital budgets, forecasts, schedules and other management reporting information.
- Prepares and processes journal entries and supporting documentation for transactions and fund transfers as directed by management.
- Prepares financial reports on a regular basis that are used for internal operational reporting as well as by the budget team; including providing actual support data and interpreting reporting data in an accurate and concise manner.
- Prepare supporting documents, schedules and footnotes as needed in preparation of the County's annual budget and coordinate and provide data and information to management as requested.
- Modifies as directed and documents the implementation of accounting and accounting control procedures.
- Coordinates with outside agency contacts and prepares and monitors outside agency funding agreements and contracts.
- Work with staff and other county employees on the continuous improvement of accounting services to ensure a consistent, integrated accounting system that is utilized within the standards, and ensuring compliance with applicable laws and regulations.
- Recommend process improvement goals, objectives, and changes to policies and priorities for assigned activities in order to improve the financial reporting services of the County.
- Serve as backup for processing payroll to the Accounting Specialist III during absences.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Perform other duties as assigned.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in accounting finance or related field four (4) years of relevant experience, or an equivalent combination of education and experience sufficient to successfully perform essential duties.

Preferred Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in accounting finance or related field four (4) years of relevant experience, or an equivalent combination of education and experience sufficient to successfully perform essential duties. Experience with Local Government Operating and Capital Budget.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Excellent verbal and written communication skills.
- Proficient in accounting software and Microsoft Office Suite or related software.
- Thorough understanding of accounting and budgeting principles and practices, statistical methodology, generally accepted accounting principles, and generally accepted auditing standards.
- Thorough understanding of the principles of financial analysis and economics.
- Basic understanding of and ability to conduct cost-benefit analysis.
- Ability to skillfully perform detailed statistical analyses of budget activities.
- Ability to prepare and present clear, concise administrative and financial reports.
- Ability to work independently and complete work on schedule.
- Ability to interpret financial data contained in reports and ledgers.
- Ability to develop and maintain cooperative working relationships with various employees, vendors, stakeholders, and other interested personnel.
- Ability to create innovative solutions to complex budgetary issues
- Ability to identify risks to budget plans
- Ability to solve problems
- Creativity, organization, and attention to detail
- Knowledge of principles, methods and practices of public administration, municipal finance, accounting and budgeting.
- Knowledge of fund accounting and governmental accounting principles.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions. Travel may be required. Home visits may be required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee _____

Date _____

Supervisor _____

Date _____

Human Resources _____

Date _____