

SENIOR MANAGEMENT AND BUDGET ANALYST

(Budget and Management Services)

Must have the physical, developmental, and mental ability to perform job tasks, work efforts, responsibilities, and duties of the job illustrated. The job description herein provides for the range of duties to be performed for this position. It is not intended to reflect all duties that are required within this position.

MAJOR FUNCTION

This is a highly responsible professional and administrative position in the field of governmental finance, budgeting, accounting, and project management. Responsibilities include:

- Developing and analyzing budgets of various sizes and complexity.
- Preparing recommendations regarding division operational and capital improvement budget requests, as well as fiscal policy.
- Final review and approval before budget requests are submitted to the County Manager's Office.
- Implementation and management of budget policies and procedures through the continuous training of Fiscal Administrators, Fiscal Managers, Fiscal staff, and other Analysts.

ILLUSTRATIVE DUTIES

- Performs high level expenditure and revenue forecasting analysis, capital improvement projection cost studies, and other related matters pertaining to budget projections in order to assist the Budget & Management Services Office and assigned divisions with making informed decisions.
- Analyzes division budget requests and prepares related recommendations and alternatives to identify various budgetary impacts regarding proposed programs both during the annual budget process and throughout the fiscal year.
- Prepares complex fee analysis. Examples include utility fees, solid waste assessments, fire assessments, tipping fees, and impact fees.
- Presents detailed fiscal/budget information on behalf of the assigned Division's operating and capital budgets in a clear, succinct manner for presentation to upper management, as well as the Board of County Commissioners.
- Learn the County's current Oracle ERP system with the result of becoming proficient in the Public Sector Budgeting Module, GL Module, Projects Module, and their related interfaces with HR, Purchasing, Accounts Receivable, Accounts Payable.
- Knowledge of and ability to understand central indirect cost allocations.
- Works with Fiscal Managers to provide guidance on program budgeting and tier of programs.
- Trains Fiscal Managers, Division Directors, and Managers in the development of meaningful performance measures.
- Coordinates budget process with assigned division Fiscal Managers.
- Works closely with Fiscal Managers to ensure they have the tools and reports necessary to develop and modify their budgets throughout the fiscal year.
- Trains new Fiscal Managers on budget development and maintenance throughout the year.
- Provide various trainings throughout the fiscal year to ensure assigned divisions know how to access and understand their budgets and various reports.
- Works with Fiscal Managers to develop reports that access PSB or GL so that management can make informed decisions.

- Trains fiscal staff and management on the rules and procedures of governmental budgeting, as well as internal procedures regarding how to amend a budget, write fiscal impacts, how to balance a fund, reserve policies, and various fiscal and debt policies.
- Makes presentations and provides information regarding budget to management, elected officials, and the public as requested.
- Assists with analyzing and recommending division funding levels during the budget process.
- Prepares a comprehensive budget and performs management analysis and reports.
- Prepares narrative and budget summaries for inclusion in the annual budget document.
- Prepares various reports and summaries identifying cost of services and whether or not said service is beneficial to the County.
- Coordinates capital and comprehensive plan projects with Planning staff for budget purposes.
- Develops and analyzes a system of goals, objectives, and activity measures for all divisions, including preparation of periodic statistical reports.
- Completes various program performance and operational evaluations as required.
- May oversee and/or guide the work of other technical or clerical staff.
- Attends and represents the Budget Office and or divisions at various workshops and meetings.
- Performs related duties as required.

Each Senior Management and Budget Analyst is assigned a critical project to be managed and improved upon each fiscal year. These projects include, but are not limited to the following:

- Manage, produce, and improve the County's Capital Improvement Plan (CIP) process, as well as CIP Documents and quarterly CIP status reports. Successfully manage and ensure consistency in how we budget and track capital projects. Improve our CIP budgeting practices and reports. Develop and manage the County's annual CIP process and calendar. Coordinate CIP meetings with all divisions, as well as County Manager's Office. Coordinate CIP workshops with the Board of County Commissioners. Ensure meetings and workshops are set up appropriately and that materials are prepared on time.
- Ability to be the County's lead for the Projects module in Oracle. Ability to learn the module and provide for enhancements / training of Fiscal Administrators, Fiscal Managers, fiscal staff, and Analysts on how to use the module and reporting. Ability to initiate and create a standardized CIP reporting document for management and Fiscal Managers. Ability to post this information on the web for public viewing and update monthly. This Analyst is assigned the responsibility of presenting CIP data to the Board of County Commissioners and County Manager. Ability to work as the team lead for the other Analysts during the CIP process, coordinating with each Analyst that has a CIP budget.
- Manage the Cost Allocation Study contract and work with the Consultant and Internal Divisions to ensure we complete the Cost Allocations timely. Every year, we hire a consultant to prepare a "Full Cost" Allocation Plan and a Cost Allocation Plan fulfilling the requirements of the Office of Management and Budget, Uniform Administrative Requirements, for Federal Awards (2CFR Part 200). This Analyst will work with the consultant, schedule meetings with Division Directors and their staff, and assist in collecting all information the consultant needs to prepare the books. Once the Consultant is finished with the Cost Allocation Books, the analyst will review and analyze the information for accuracy. In addition, manages all Elected Officials Budgets and works as a liaison between the County and the Elected Officials (Tax Collector, Supervisor of Elections, Sheriff, Clerk of Court, Property Appraiser, State Attorney, Public Defender, and Courts Administrator).
- Develop and manage the County's annual budget process and calendar. Coordinate budget review meetings with all divisions, as well as County Manager's Office. Coordinate budget workshops with the Board of County Commissioners. Ensure that meetings and workshops are set up appropriately and that materials are prepared on time. Manage, produce, and improve the County's Annual Budget document, including automating and enhancing current

reports through the use of Smart View in Hyperion. Set up reports to be used as a management tool, not just balancing tools.

- Manage, produce, and improve the Hyperion, position control component. Improve data communication between public sector budgeting and HR. Enhance our current system with report writing and recommendations for system enhancements / modifications so that HR and Budget have a seamless flow of position data. Coordinate and recommend links between HR, Budget, and Benefits, including coordination of integrating the County Health Insurance Plan for employees and retirees. Develop training materials and train Fiscal Administrators, Fiscal Managers, fiscal staff, Analysts, and Division Directors in personnel reporting at both G/L and Public Sector Budgeting levels. Perform complex analysis, to trend and project overtime calculations for Fire and EMS, etc., and integrate these projections into both HR and Hyperion. Find a solution and recommend continuous enhancements to items that may come up from time to time, such as how to budget for temporary employees, etc.
- Maintain, manage, and set up the Hyperion Planning and Budgeting Cloud Services (PBCS) software. This analyst is responsible for being the lead administrator of the Hyperion PBCS software, and will be the person who sets up the system every year in preparation for the Budget Process. Finding solutions for problems that arise in the system during the budget process and working with Division and Budget staff to ensure they know how to fix problems. This analyst is also responsible training all fiscal and budget staff on Hyperion every year to ensure anyone who needs training will get it just after the budget kickoff and prior to them needing to finalize their budget submittals. Ensure that monthly testing is completed on the patches that occur each month in the Cloud environment. Finalizing and updating task lists in Hyperion that will walk each user through their steps of the budget process.
- Directly responsible for preparation and maintenance of Tourism and Sports Marketing, Economic Development, Risk Management, and Information Technology Divisions' operating and capital improvements budgets, including short-term and long-term financial forecasts and plans. Responsible for preparation of monthly financial updates, quarterly interim financial statements, and annual financial reports. Compares division and program financial status and operational results to projected expectations and historical achievements. Oversees the division-wide budget and provides fiscal support for all divisions listed above. Evaluates and makes recommendations regarding proposed projects and agreements. Assists in the formulation of division goals and objectives. Designs and establishes statistical standards of performance measurement for each division cost center reflecting division objectives. Monitors and reports on attainment of objectives through performance measure evaluation. Provides advice and analysis for Division Director on financial matters, recommends changes in policies and procedures as necessary. Oversees all division contracts. Negotiates and manages special projects as assigned by Division Director. Recommends and implements efficiencies in Division areas as related to Oracle Applications. Develops and takes the lead for expense / revenue / cash / performance measure reports utilizing Oracle Report Writer and EIS tools. Ability to lead the Oracle report training for Fiscal Managers, various County fiscal staff, Budget Analysts, and Division Directors. Be the lead Analyst in terms of Oracle GL, Hyperion Reporting (Administration), Position Control, and provide direction on finding solutions to Analysts, Fiscal Managers, and all fiscal staff in terms of information / reporting needs out of Oracle and Hyperion.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles and practices of business administration, revenue management, and related management operations. Ability to become familiar with capital improvement programs and administration. Ability to perform complex analysis utilizing logic and highly developed math skills. Ability to be assertive, when necessary, to complete projects on time. Ability to learn the practices used in governmental fund accounting processes. Ability to learn and become familiar with applicable regulations, policies and procedures, ordinances and laws regulating related taxing assessments and collections and fee schedules. Ability to review current policies, procedures and ordinances, and proactively make recommendations for changes if needed. Ability to create time lines and identify critical decision points in

order to implement ordinances, policies, and procedures. Ability to independently research, collect, analyze, and prepare comprehensive recommendations, reports, and related information. Ability to troubleshoot, where necessary, utilizing independent judgment.

Knowledge of the use and capabilities of microcomputers hardware and software with advanced knowledge of Microsoft Excel and Word. Proven ability to work with integrated financial packages. Ability to learn and develop complex reports to obtain data out of our current financial system (Oracle). Ability to learn and become proficient in report writing tools, such as Crystal reports or other report writers that the County uses to produce reports out of Oracle. Ability to develop financial presentations in such a way that the layperson can understand.

Ability to make individual, group and public meeting presentations of resource information, program functions / activities, and other related subjects as requested. Knowledge of the development and use of performance measures, including efficiency and effectiveness indicators, not just workload indicators. Ability to communicate effectively, both orally and in writing. Ability to effectively coordinate the work of others. Ability to display and practice positive interpersonal relationship skills. Skillful research, reporting, writing and communication abilities. Ability to work independently and take responsibility for assigned projects and tasks. Ability to train Fiscal Managers, Division Directors, and others, as needed, in budgeting techniques, budget system utilization, report writing. Ability to develop budget calendars for small to large projects, as well as to oversee these projects with project management skills. Ability to effectively communicate with management when a project may not meet its desired outcome or end date in sufficient time to make changes to the project scope for the project to come in on time. Ability to have solutions for problems, not just to identify problems. Ability to look at challenges as an opportunity, not a problem. Ability to stand in for Division Director if not available for presentations or meetings with management if associated with assigned divisions or projects. Knowledge of cash flow analysis. Ability to work late or weekends, if necessary, to accomplish projects on time. Ability to handle stressful situations, as well as working with differing personalities.

MINIMUM QUALIFICATIONS

- Master's Degree with major course works in Public Administration, Business Administration, Finance, Economics, Accounting, or Planning, or related field is desirable, or a Bachelor's Degree in the above areas supplemented with appropriate work experience.
- Five years of experience in related governmental budget preparation, analysis, and revenue forecasting. Proficient in Microsoft Excel.
- Two years of experience in leading projects.
- Three years of experience with integrated financial systems.
- Proven experience in researching and understanding state statute.
- Experience writing "White Papers."
- Two years of experience writing and presenting formal presentations.
- Must have a valid driver's license and be able to secure a Florida Driver License at the time of employment within this classification.
- A comparable amount of related training and experience may be substituted for the minimum qualifications.

SPECIAL PREFERENCES

- Master's Degree in public administration highly desired.
- Experience with Oracle preferred.

SPECIAL REQUIREMENTS

This position may be required to report for work when a declaration of emergency has been declared in Polk County.

Location: Budget and Management Services 330 W Church St. Bartow, FL 33830

Work Schedule: Monday – Friday 8am – 5pm

Rate of Pay: \$52,852.80 - \$64,708.80 Exempt Salary

Please apply at: <http://ejob.bz/ATS/jb.do?reqGK=27017703&portalGK=2795&refresh=true>