



## JOB DESCRIPTION

### **Budget Analyst** (Exempt)

**Reports To:** Chief Operating Officer

**Salary Range:** Level 42  
\$52,936 - - \$66,171 - - \$80,443  
\*\*(The annual salary for this position is between the minimum \$52,936 and \$55,000 commensurate with experience)

#### **Job Summary:**

This position will provide administrative support related to budgetary planning, forecasting, monitoring, maintaining and analyzing the budget as well as other fiscal activities for CSC. This may include (but not limited to) various budget and accounting transactions, summaries, schedules, and statistical and analytical reports. This position will assist with maintaining the financial system, participate in the training and support of the financial system, and assist in the development of standardized systems and procedures related to the financial system.

#### **Major Duties and Responsibilities:**

Contribute in the development of the annual budget for CSC. This includes attending visioning meetings, helping in the preparation of the Budget Book, inputting approved budget into financial system, etc.

Prepare, input, monitor and amend all budget transactions for entry into the financial system.

Review contracts, prepare requisitions, analyze contracts vs. budgets.

Monitor program and administration budget activity and prepare any amendments.

Review and prepare financial transactions for Accounts Payable, General Ledger and other fiscal related documentation. This includes

establishing, maintaining and coding the POs for each contract, consulting agreements and other fiscal documents.

Provide budgetary and financial/administrative support for occasional or special projects as they arise.

Develop and maintain chart of accounts information.

Review and approve SAMIS budget transactions.

Monitor integration of the financial system and prepare necessary entries to maintain fiscal accountability.

Develop and update GP reporting for financials.

Prepare training materials, newsletters and other related documentation associated with the financial system.

Assist in the preparation of standardized systems and procedures related to the financial system and CSC's operation.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

**Experience, Knowledge, Skills and Abilities:**

Bachelor's degree in Accounting, Finance or related field and five (5) years or more of successful experience in accounting or related field, OR Associate's degree in Accounting or related field and seven (7) years or more successful experience in a governmental accounting/finance or related field, OR high school diploma or equivalent and fifteen (15) years or more successful progressive experience in a governmental accounting/finance or related field.

Demonstrated ability in documenting, testing and monitoring large complex automated financial systems in a governmental environment.

Ability to communicate effectively, both orally and in writing.

Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

**Physical Demands & Working Conditions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.

New: 7/01

Revised: 7/05, 10/13; 9/17