

SENIOR BUDGET ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs complex and detailed professional level analytical work related to preparing, reviewing, analyzing, and evaluating the Broome County Budget. Knowledge of, and ability to research and understand budget policies and procedures is required. Responsibilities also include analyzing program and budget details to identify and apply significant data in preparing budget projections, estimates, and reports. Work is performed under the general supervision of the Deputy Director of the Office of Management and Budget (OMB), with leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over Financial Analysts and clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyzes departmental appropriation requests and revenue estimates;

Assists with the Capital Improvement Program (CIP) Budget preparation and Operating Budget preparation;

Assists in issuing budget preparation schedules;

Explains budget to departments and contract agencies;

Works with Personnel on payroll/benefit cost estimates for budget requests;

Evaluates current or planned activities of the County as a whole or individual departments when hearing of actual or potential changes in resources or appropriations and suggests changes or solutions;

Analyzes grant budget requests;

Supervises the maintenance of grant accounts and ensures claims are requested and that required reports are issues to funding agencies;

Assists in the preparation of the county-wide cost allocation plan and indirect cost proposals;

Assists in the analysis of the Intergovernmental Transfer (IGT);

Analyzes departmental requests for changes in personnel, and BAC requests;

Approves fund transfer between accounts to cover unanticipated expenditures;

Maintains position control system;

Assists with debt issuance and management;

Assists departments in projecting year end expenditures and revenues;

SENIOR BUDGET ANALYST-cont'd

Provides financial and other data to a negotiator or negotiating team, before, during, and after contract negotiation;
Conducts studies and prepares reports or recommendations;
Prepares various cost analyses;
May provide fiscal and statistical data in support of State and Federal grant applications for County projects;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of budgetary procedures;
Thorough knowledge of the techniques of monitoring expenditure of funds;
Good knowledge of the County's organization and operation relating to its budgetary procedures and practices;
Good knowledge of the techniques used in solving financial problems;
Ability to formulate a departmental or agency budget;
Ability to develop projections of future expense;
Ability to effectively communicate both orally and in writing;
Ability to analyze the impact of expenditures on a budget;
Ability to plan, coordinate, and supervise the work of others;
Ability to identify and anticipate financial problems and needs;
Ability to readily acquire familiarity with policies and procedures;
Ability to identify and set priorities
Ability to plan and analyze complex financial and statistical records, reports and statements; Ability to prepare and present complex oral and written reports clearly and accurately;
Ability to interpret financial reports;
Skill in organizing and consolidating narrative and tabular information into a clear, logical fiscal plan;
Skill in human and public relations;
Skill in analytical thinking;
Good judgment, Thoroughness, Dependability.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree in business administration, public administration, finance, accounting or closely related field and two (2) years of professional experience in budget preparation, budget analysis, financial planning, or financial analysis for a public or private agency; OR

SENIOR BUDGET ANALYST-cont'd

B) Possession of an Associate's degree in business administration, public administration, finance, accounting or closely related field and four (4) years of professional experience in budget preparation, budget analysis, financial planning, or financial analysis for a public or private agency.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Competitive