

## **BUDGET EXAMINER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing a variety of technical tasks relating to the development and maintenance of the County budget. Work assignments include budget surveys and analysis, review of proposed work programs, statistical and financial analysis, and assisting in the development of new or improved budget techniques. The work is performed under the general direction of the Assistant Director of Budget and Research in accordance with established policies and procedures with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision over the work of others is not a function of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Analyzes departmental appropriation requests, grant budget requests, revenue estimates, plans and work programs;  
Assists in the preparation of the countywide cost allocation plan and related indirect cost proposals;  
Assists in the development of coordinated plans for program and policy changes;  
Conducts studies and prepares reports or recommendations for the Director of Budget and Research;  
Recommends the development and revision of procedures, budget forms, and instructions for improving budget preparation;  
Analyzes departmental requests for transfer of funds, changes in departmental personnel and requisitions for purchase of equipment;  
Maintains the position control system within the Budget Office;  
Attends meetings as a representative of the department in a technical or advisory capacity.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and terminology of general and governmental accounting;  
Good knowledge of financial administration including budgeting and reporting;  
Good knowledge of office terminology, practices and procedures;  
Good knowledge of business arithmetic and English;  
Good knowledge of statistical concepts and methods;  
Ability to devise and maintain accounting systems;  
Ability to prepare and analyze complex financial and statistical records, reports and statements;  
Ability to prepare and present complex oral and written reports clearly and concisely;  
Ability to operate a computer terminal;  
Ability to perform close, detail work involving considerable visual effort and strain;

Accuracy;  
Good judgment;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business or public administration, economics or a closely related field, including or supplemented by 18 semester credit hours in accounting, and two years of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- B) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by 18 semester credit hours in accounting and four years of the experience as described in A) above; OR
- C) Any equivalent combination of training and experience as defined by the limits of A) and B) above.