



BUDGET ANALYST

Department: Finance

Job Class: 154700

Pay Range: Professional 07

FLSA: Non-Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class and are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional budget and accounting work for Pierce County Finance Department. Perform a variety of tasks in support of County and departmental operations and services. Duties emphasize research, analysis, policy formulation and service delivery. Budget Analysts may be specifically assigned to one of the following areas: budget, finance, and operations. Positions at this level typically involve department or function specific responsibilities, including County-wide position control and the centralized preparation of the County-wide Schedule 16 (Schedule of Financial Assistance).

SERIES CONCEPT: The Budget Analyst classification is the first level of a two level series. The Budget Analyst is distinguished from the Budget Analyst, Senior classification by the level of complexity and magnitude of the work performed. The Budget Analyst does not perform lead or supervisory duties.

ESSENTIAL FUNCTIONS:

- Work with department personnel to identify goals and objectives for specific analytical projects.
- Provide technical direction and assistance to department managers and fiscal staff in the preparation of budget submissions.
- Work with departments to gain an understanding of operations, practices and needs in order to improve budget and fiscal practices.
- Gather and analyze quantitative and qualitative information to support proposals and program plans; examine financial records to determine consistency and compliance.
- Provide responsible administrative staff assistance including conducting analyses of policies involving organization, procedures, finance, and services.
- Plan, oversee, and carry out analytical projects; create strategies for addressing policy issues.
- Participate heavily in the development of the Pierce County Budget. Develop complex spreadsheets and cost calculations. Analyze individual budget sections as submitted; review for completeness and accuracy, and assure compliance with budget staffing levels.
- Develop the Budget Document and related documents such as the Budget in Brief, using several mainframe and PC applications.
- Perform ongoing departmental budget reviews for adherence to County budgetary requirements and administration of adopted budget, including Subsidiary Ledger maintenance, project and grant accounting, and reconciliations. Regularly analyze activities to project trends and future needs/requirements and make recommendations as necessary.
- Review financial documents such as journal entries, receivables and deposits, and appropriations and expenditures transfers for accuracy and completion; assure transactions are charged to correct accounts, are consistent with generally accepted accounting practices, and leave a clear audit trail.
- Communicate with personnel from other departments to resolve technical and procedural problems, provide information, explain accounting procedures, and discuss anomalies.
- Provide technical assistance, support, and training to appropriate County personnel as needed via oral or written communication, workshops, training classes, or meetings on an individual or group basis.
- Serve as primary support to the Budget Manager and assume additional responsibility and authority of a limited scope in the absence of the Budget Manager.

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- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; works within the established working conditions of the position.
- Work a flexible schedule, which may include evening, weekends, holidays and overtime.
- Lift and carry up to 20 lbs.

OTHER JOB FUNCTIONS:

- Assist in analyzing and modifying existing, and implementing new policies and procedures for County-wide position control, budget, and grant management as needed to improve overall efficiency and effectiveness and achieve determined objectives.
- Analyze existing computer systems and programs for efficiency, accountability and reportability.
- Participate in the development of new programs or system modifications and enhancements.
- Responsible for the development and maintenance of database reports.
- Perform other related duties as required or assigned.

SUPERVISION RECEIVED AND EXERCISED: Incumbents work under the direction of the Budget manager. Employees are expected to function with relative independence and have latitude for exercising independent judgment within the framework of statutory requirements and existing policies and procedures. Work is reviewed in progress and upon completion by the Budget Manager for thoroughness, timeliness and compliance with regulations, policies and procedures.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. The position encounters some walking, bending/stooping, and pushing/pulling. Extended periods of sitting, and minimal lifting is associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Office administration procedures and practices.
- Relevant policies, regulations, methods and procedures with regard to budgeting, accounting and management including knowledge of grant accounting principles, theories, concepts, and terms.
- Generally Accepted Accounting Principles (GAAP)
- Washington State BARS System.
- Data processing techniques as applied to financial accounting, data management, and reporting.

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Skill In:

- Providing customer oriented services.
- Developing complex word processing documents and complex spreadsheets.

Ability to:

- Plan, assign and coordinate work of co-workers.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem solving.
- Conceptualize, evaluate, and implement specialized accounting systems, methodologies, forms, processes, and procedures.
- Read, interpret, apply, and explain codes, rules, regulations, policies and procedures.
- Learn, apply and interpret a variety of state, federal, and local laws and regulations as related to the programs, functions, or activity being reviewed.
- Analyze and evaluate complex operations and processes, and recommend and implement improvements.
- Acquire knowledge of specialized fiscal procedures and subject matter encountered in specific assignments.
- Train others in procedures and processes through explicit direction.
- Participate in team efforts to complete large projects.
- Establish and maintain cooperative and effective work relationships with County employees, outside agency staff, and all other work related contacts.
- Provide instructions and assistance to others in resolving problems.
- Maintain records and prepare reports.
- Organize and manage time effectively.
- Prioritize and meet schedules and time lines.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Four or more years of college level course work in accounting or related field and two or more years of progressive responsible work experience in accounting, budgeting, or related field with special emphasis on governmental accounting and grants. Additional education and/or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation including criminal history may be required prior to employment.