



BUDGET ANALYST, SENIOR

Department: Finance

Job Class: 104800

Pay Range: Professional 08

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 an advanced position involving substantive budgeting, accounting and reporting for County wide fiscal activity. An employee in this classification performs budgeting, project and cost accounting development and analysis, performance measurements, guidance and technical assistance.

SERIES CONCEPT: The classification is distinguished from the Budget Analyst classification by the level of responsibility assumed, the complexity of duties assigned, and the generalized authority to assign work to others and to ensure deadlines are met. The Senior Budget Analyst performs the most difficult and responsible types of duties assigned within the series. Employees at this level are required to be fully trained in all policies and procedures related to assigned area. Incumbents are expected to refer difficult matters to superiors.

ESSENTIAL FUNCTIONS:

- May lead, assign, train and review the work of others within the Budget unit.
- Recommend approval of leave requests and work schedules.
- Provide input on performance evaluations.
- Manage and maintain the Subsidiary Ledger and related chart of accounts, ensuring State BARS compliance for revenue and expenditure accounts.
- Coordinate and compile portions of the County's annual budget; prepare expenditure projections; provide personnel costs and salary projections.
- Manage several reporting processes, using various reporting tools.
- May review revenue contracts for fiscal integrity and compliance.
- Produce budget related forecasts and reports.
- Serve as a financial resource to other County departments.
- Provide technical assistance and training to County employees for financial accounting and budget administration.
- Recommend and implement changes in accounting, budgeting and auditing systems and procedures.
- Recommend strategies designed to improve program effectiveness and efficiency.
- Administer budget for special programs or projects and monitor funding requirements. Review fee structures for the Department of Budget and Finance and other County Departments.
- Manage in the development of the Central Services Cost Allocation Plan.
- Participate in the review and close out process of grants.
- Create department Program Accountability Reports and subsequent Schedule 16, component of the Annual Audit Report.
- Act as liaison between fiscal and programmatic staff to maintain accurate budget data.
- Review construction projects reconciliations and budgets to ensure fiscal and budgetary compliance.
- Implements management approved modifications.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.

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ESSENTIAL FUNCTIONS: (continued)

- 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.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work requires a great deal of independent judgment. Incumbent(s) are expected to work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the Budget Manager for thoroughness, timeliness and compliance with regulations, policies and procedures. The Senior Budget Analyst exercises functional and technical oversight and lead duties for lower level technical and clerical staff.

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.

Ability to:

- Plan, assign and coordinate work of other co-workers.
- Understand and follow instructions.
- Communicate effectively both orally and in writing, to audience of various social, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.

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- 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 working 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.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

Skill in:

- Providing customer oriented services.
- The development of complex word processing documents and complex spreadsheets.

MINIMUM REQUIREMENTS TO APPLY: A Bachelors degree in accounting or related field and five or more years of progressive responsible work experience in accounting, budgeting, or related field. Additional education and/or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license may be required when travel is required in the position.