

BUDGET ANALYST

DISTINGUISHING FEATURES OF THE CLASS:

This class of positions is responsible for performing audits and analyses on expenditures, budget requests, estimated revenues and expenditures, and other fiscal aspects to determine the legality, and conformance with Budget policies. This work is performed under general supervision with leeway allowed for the exercise of independent judgment. Supervision of personnel is not usually a function of this position.

TYPICAL WORK ACTIVITIES:

1. Pre-audits expenditures certifying the legality and insuring that the proper account is charged;
2. Coordinates and analyzes annual budget requests of departments and adjusts them to conform to the budget request policy;
3. Recommends on budget requests by editing requests and justifying approved requests for the proposed annual budget;
4. Conducts studies as needed on estimated revenues, estimated expenditures, and other fiscal aspects;
5. Combines present bond obligations with projected long range bond obligations required to implement proposed capital projects;
6. Reviews and analyzes department requests for fund transfers between accounts;
7. Ensures that sufficient copies of the budget are available.
8. Does related work as required.

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

Good knowledge of modern methods of budget analysis and financial analysis; good knowledge of the modern principles and practices of budgeting and finance; working knowledge of modern economic principles; ability to analyze operating trends from records and other material; ability to prepare and present oral and written reports; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or N.Y.S. recognized college or university with a Master's Degree in Business or Public Administration or related areas;
- OR: (B) Graduation from a regionally accredited or N.Y.S. recognized college or university with a Bachelor's Degree and two years of responsible experience in finance or budgeting which included analysis;
- OR: (C) Six years of progressively responsible experience in financial analysis or budget preparation and analysis;
- OR: (D) An equivalent combination of training and experience.

BS0207

ADOPTED: 02/02/77

REVISED: 02/22/96