



Budget Analyst

Class code: 01030

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 8

I. Position Summary

Performs key role in preparation of annual budget. Conducts financial research projects. Performs fixed assets accounting duties and prepares financial reports for the Board of County Commissioners, County Administration and Department Directors. Trains other department employees in budget and financial reporting activities.

II. Supervision Exercised

May supervise various classifications.

III. Examples of Essential Position Duties

- Completes major portion of annual budget process based on revenue estimates, and past budget numbers. Prepares expense reports.
- Collects and maintains records of actual operating expenses to compare with estimated budget.
- Coordinates with all levels of management to gather, analyze, summarize, and prepare recommendations regarding financial plans, future requirements, and operating forecasts.
- Conducts special financial research projects to analyze complex financial actions and recommends changes for policy, procedure, control, or action.
- Reviews operating budgets periodically to ensure departments' compliance with budget, and analyzes trends affecting budget needs.
- Performs analyses and prepares reports in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, and cash flow projections.
- Manages programs such as solid waste, title III and economic and special development.
- Supervises the administration of service contracts, including negotiations, grant application processes, revenue distribution, authorizing payments for services, monitoring for compliance with the contract, implementing corrective action as necessary.
- Interprets and applies County financial policies, government regulations and accounting theory.
- Establishes databases of pertinent information for use in analyzing future plans and forecasts.
- Trains other department employees in budget and financial reporting activities.
- Monitors budget variances throughout the year.
- May represent the County Administrator in the absence of the County Administrator and Senior Deputy County Administrator at the Board of Commissioner meetings and other meetings as needed.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

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IV. Knowledge, Skills and Abilities

- Thorough knowledge principles and practices of accounting and theory, governmental accounting, budget preparation, and financial analyses.
- Knowledge of practices, principles, and techniques of public administration and the organizational structures and functions of governmental entities and agencies.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, grant writing, and record keeping.
- Working knowledge of personal computer and accounting/financial application programs.
- Knowledge of methods and techniques of research, analysis and reporting, and survey/assessment design and interpretation.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to analyze and resolve problems, and prepare clear and concise reports.
- Ability to interpret and apply laws, rules, regulations and policies related to budgeting.
- Ability to maintain strict confidentiality in all budgetary matters.
- Ability to establish and maintain effective working relationships and good public relations with other employees, agencies and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively interpret and explain personnel and related laws, policies and programs to employees, agencies and the public.
- Ability to research, collect, and analyze data related to area of accountability.
- Ability to establish and maintain accurate records of assigned activities and operations.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Bachelor's degree in business, accounting, public administration or related field AND two years of progressively responsible professional experience in finance; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Valid Oregon State Driver's License with an acceptable driving record.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Minimum physical effort is required. Requires driving and travel.

Working Environments

Work is generally performed in an office environment and may include exposure to disruptive people.

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VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 1/15