

Budget Analyst Tompkins County

Department: County Administration

Classification: Competitive

Labor Grade: Confidential Grade 63

Approved: 5/21

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration, Economics, Finance, Public Administration or related field **AND** two years of full-time paid (or the equivalent part-time) experience in accounting or auditing or preparation of budget and financial report; **OR**
2. Graduation from a regionally accredited or New York State registered two-year university with an Associate's degree in Accounting, Business Administration, Economics, Finance, Public Administration, or related field **AND** four years of full-time paid (or the equivalent part-time) experience in accounting or auditing or preparation of budget and financial reports; **OR**
3. Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time) experience in accounting or auditing or preparation of budget and financial reports; **OR**
4. Any combination of education, training and experience equal to or greater than that described in (a), (b), and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Budget Analyst performs advanced professional work in the preparation and submission of the County Administrator's recommended budget. Under the general supervision of the Budget Director, the Budget Analyst performs work in the accomplishment of budget administration in the areas of budget review and execution, development of budget forecasts, and cost analysis programs. Latitude is given for independent judgment and action within established policies and executive guidelines. Work is reviewed through conference and submission of reports. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Coordinates with line administrators and management staff in the preparation and submission of departmental budgets;
- Analyzes departmental budget estimates and justifications in preparing the County's overall operating expenditures for a fiscal year;
- Develops and revises procedures, budget forms, and instructions for improving budget preparation;
- Develops and maintains the County's Budget database and assists in preparing the County Administrator's Recommended Budget;
- Interfaces the Budget Database with Department data-entry modules and the Pentamation system and captures the
- Legislature's budget deliberations;
- Coordinates updates for the Capital Program;
- Assists in preparing the County budget documents for presentation to the Legislature, County Administrator and Deputy County Administrators;
- Aides in the data collection process in producing a County budget;
- Prepares documents, reports, projections and presentations for a variety of activities that are related to County Administration (i.e. Budget Book, Capital and Debt Report, Public Forum Presentation, etc.);
- Produces reports, projections and analyses as directed by the Budget Director;
- Creates and maintains databases for the compilation of data and statistical analysis for the County Administrator and Legislators;
- Provides training to departments on budget software;

- Performs database design and assembling of data.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the terminology, practices and procedures of a wide variety of micro-computing applications;
- Thorough knowledge of a wide variety of micro-computer applications such as computer spreadsheets, Excel Pivot Tables, word processing and database application programs;
- Good knowledge of the principles and practices of governmental budgeting and public administration;
- Good knowledge of statistical concepts and methods;
- Good knowledge of recent developments, current literature and sources of information in governmental budgeting;
- High level of skill, precision and manual dexterity in the operation of a personal computer and its related software programs;
- Ability to keep a variety of records and to prepare and submit reports;
- Ability to express oneself clearly and concisely, orally and in writing;
- Ability to handle challenging administrative assignments independently;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Ability to multi-task, display good judgment in solving complex clerical, mathematical, statistical, and administrative problems;
- Ability to handle highly confidential information;
- Excellent judgment in preparing complex analytical and statistical reports;
- Accuracy, integrity, resourcefulness and good judgment are required;
- The employee's physical condition shall be commensurate with the demands of the position.

Created: 5/21

B25