

Sr. Budget Analyst Tompkins County

Department: County Administration

Classification: Competitive

Labor Grade: Confidential

Approved: 3/2025

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- 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**
- 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**
- 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**
- 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 Senior Budget Analyst performs advanced professional work in the preparation and submission of the County Administrator's recommended budget. Under the general supervision of the Deputy County Administrator, the Sr. Budget Analyst is responsible for overseeing the work of the Budget Analyst and providing guidance in budget administration, including 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 conferences and submission of reports. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Budget Administration:

- Provide general oversight and direction for the work of Budget Analyst, ensuring accuracy, consistency, and compliance with budget policies and procedures.
- Coordinate with department heads, administrators, and management staff in the development and submission of departmental budgets.
- Review and analyze departmental budget estimates, justifications, and expenditure trends to support the preparation of the County's overall operating budget.
- Develop and enhance budgetary procedures, forms, and instructions to improve budget preparation and execution processes.
- Oversee the maintenance and management of the County's budget database and assist in preparing the County Administrator's Recommended Budget.

- Integrate budget database systems with departmental data-entry modules and financial management systems, ensuring accuracy and consistency in budgetary data.
- Lead the coordination of updates for the Capital Program and track financial implications of capital projects.
- Assist in preparing budget documents, reports, and presentations for review by the Legislature, County Administrator, and Deputy County Administrators.
- Support data collection and analysis for County budget development and forecasting.
- Prepare detailed financial reports, projections, and presentations related to County Administration, including budget books, capital and debt reports, and public forum materials.
- Produce financial forecasts, expenditure analyses, and budgetary recommendations as directed by the Deputy County Administrator.
- Design and maintain databases for data compilation and statistical analysis to support decision-making for the County Administrator and Legislators.
- Provide annual training to departments on budget software, budget presentations, and financial planning processes.
- Lead the preparation and ongoing management of the County Administration Department's annual budget in collaboration with department heads, ensuring effective financial planning.
- Monitor, track, and manage the County Administration budget throughout the fiscal year, ensuring compliance with financial policies and budgetary goals.

General:

- Assists in the development of policy recommendations
- Prepares financial reports for the purpose of monitoring expenditures and revenues of County Departments and Agencies
- Performs database design and assembling of data;
- Research, evaluate and develop historical comparisons for financial forecasting of revenues and expenditures;

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.

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