

SENIOR BUDGET ANALYST

227-G

DISTINGUISHING FEATURES OF THE CLASS: Incumbent in this class is the lead budget analyst for this position that exists in the Office of Management and Budget and involves research for the review, analysis and preparation of the County Budget and participation in the study of methods and procedures of operating departments. This position involves responsibility for overseeing county fiscal personnel in either a division or across divisions and supervising and training subordinates. Responsibilities also include working closely with various County departments and making recommendations on the various aspects of budget and office administration. This work is performed under general supervision of the Commissioner of Management and Budget.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Gathers information on the functions of assigned departments to determine purpose, applicable laws and directives, programs and types of funds involved;
- Maintains records with respect to use of appropriations, allotments, transfers of funds and other budgetary transactions;
- Confers with departmental officials and employees to assist in the preparation of their budgets;
- Interprets Budget Department policies, procedures and requirements;
- Assists in coordination of activities between the County Treasurer, the Division of Management and Budget and other divisions within County government;
- Ascertains the reliability of accounting and other data developed within the county fiscal

management system;

Reports on financial implication of proposed changes in work programs or administrative methods;

Prepares forecasts of revenues and expenditures for specific periods of time according to accepted methods of calculations;

Notifies the Commissioner of Management and Budget and appropriate division heads of the amount of deficiencies in funds or appropriations and the need for supplemental appropriations;

Participates in the final review of requested departmental budgets and attends formal hearings relating to such activities;

Analyzes and reports on requests for outlay of funds for capital projects;

Uses computer applications or other automated systems such as spreadsheet, word processing, calendar, e-mail and database software in performing duties;

Aides in conducting surveys and advises on organizational problems of operating agencies;

Assigns work to subordinate personnel, provides supervision and direction, and evaluates staff performance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles of public administration and municipal budgeting; thorough knowledge of accounting and auditing principles; thorough knowledge of County's organization and operation relating to its budgetary

procedures and practices; good knowledge of governmental accounting theory and practice; good knowledge of personal computer-based office management programs for word processing, spreadsheets and data base management; working knowledge of the Comprehensive Annual Financial Report (CAFR) and GASB 34; sound judgment in solving complex administrative and management problems; ability to present oral and written comments and recommendations clearly and concisely; resourcefulness in solving budgeting and accounting problems; and ability to plan and supervise the work of others.

OPEN COMPETITIVE - MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in Business Administration, Public Administration, Accounting or Finance and four (4) years of experience in performing accounting activities, including budget preparation, and/or forecasting and analysis of financial reports; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Public Administration, Accounting or Finance and six (6) years of experience as indicated in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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