

## **BUDGET AND MANAGEMENT ANALYST**

### **DEFINITION OF WORK**

Perform responsible budget, finance, and accounting work related to the fiscal functions of the County. Employee performs complex research and analytical duties in support of financial evaluations to include preparing and presenting various recommendations and reports in the area of assignment. Work involves reviewing, analyzing, and evaluating County departmental, Capital Investment Plan, fire districts, and enterprise fund budgets and monitoring budgets throughout the fiscal year to ensure compliance. Work is characterized by use of automated systems to prepare financial reports, conduct financial analysis, and manage and coordinate budget preparation process.

### **EXAMPLES OF WORK**

Reviews, analyzes, and monitors the County's operating budget by making periodic reviews of departmental revenues and expenditures, provides status reports to assigned department heads and to the Finance Director. Performs complex finance, accounting, and budget work to include preparing, documenting, reviewing, and maintaining various financial reports, statements, documents and records; and assists departments with creating budget forms and complying with management's budget goals and policies. Analyzes and evaluates departmental requests for budget amendments; compiles and prepares budget amendments along with applicable attachments for agenda review for upcoming Board of County Commissioners meeting; and processes budget amendments. Establishes new account codes; maintains existing account codes in computer business system; and contacts all applicable parties with new account codes; answers inquiries from departments regarding current and historical budget data and procedures; forecasts twelve month revenue and expenditure projections for assigned departments; and analyzes the departments' projections to reach a consensus of the most accurate projections to use which helps determine the amount of fund balance at the end of the year. Directs budget training sessions for departments and provide on-going assistance to departments for inquiries and printing various budget reports throughout the fiscal year; coordinates the budget process for rural fire districts within the County. Communicates with fire district chiefs; responds to inquiries throughout the fiscal year regarding payments and available funds; attends periodic Board of Commissioners meetings throughout the fiscal year, budget work sessions, and public hearings during the budget season; prepares analysis report to the Board of Commissioners for their discussion and consideration; and updates and maintains the County's User Fee schedule to reflect up-to-date changes approved by the Board of Commissioners.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Graduation from a college or university with a major in accounting, business or finance with a minimum of 30 hours of accounting and three years of experience in a governmental fiscal operation; or an equivalent combination of education and experience. Prefer experience in local government budgeting.

**Knowledge, Skills, and Abilities:**

Considerable knowledge of public accounting practices and procedures; considerable knowledge of laws, rules, regulations, policies and practices to follow in the accounting function; considerable knowledge of accounting systems, policies, and procedures; considerable knowledge of computer operations and applications related to accounting and financial analysis and reporting; and considerable knowledge of the use of spreadsheets for fiscal trend and analysis. Ability to understand, interpret, and apply laws, policies, grant requirement, in the development and maintenance of a variety of financial records and reports; ability to analyze and interpret financial data, perform trend analysis, and prepare clear and concise reports; ability to use a calculator and a computer for the maintenance of accounting and other fiscal records; ability to make computations accurately and with reasonable speed, ability to verify account and other financial documents and forms for accuracy and completeness; ability to establish and maintain effective working relationships with department heads, vendors, employees, and the general public; and ability to communicate effectively in oral and written forms.

**SPECIAL REQUIREMENTS**

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

**ADA REQUIREMENTS**

Employees are subject hazards associated with office work such as ergonomic and visual acuity issues.

**PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/ or a negligible amount of force frequently or constantly to move objects. Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.