

# **BUDGET ANALYST I**

**GRADE: 10**

## **GENERAL DESCRIPTION**

Performs routine (journey-level) budget preparation and analysis work. Work involves collecting, organizing, and summarizing information relevant to activities of the budget and program staff; and developing, monitoring, and adjusting budgets; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

## **EXAMPLES OF WORK PERFORMED**

Provides advice and assistance concerning budget, funding procedures and methods

Collects, analyzes, and reports data that supports alternative solutions to budget and management problems

Maintains trend data and prepares graphs, reports, and forecasts

Studies impact of regulations and laws on agency policies and budget and makes recommendations

Reviews budgets for accuracy and recommends adjustments for more effective use of funds

Assists in the preparation of biennial legislative appropriations requests

Assists in the preparation of budget briefs to provide management with expenditure data, trends, and recommendations

Assists in the preparation, update, and publication of reports and manuals

Assists in reviewing, evaluating, and preparing requests for funds

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

One (1) year of experience in accounting, auditing, finance, budget preparation and/or analysis work; Graduation from an accredited four-year college or university with major course work in accounting, finance, business or public administration, or a related field is generally preferred. Education and experience may be substituted for one another.

## **Knowledge, Skills, and Abilities**

Knowledge of accounting, budgetary, and management principles, practices, and procedures; of forecasting methodologies; and of automated accounting, budgeting, and forecasting programs

Ability to analyze fiscal management information, to determine appropriate use of funds, and to perform statistical analysis

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

