

## **BUDGET ANALYST II**

**GRADE: 12**

### **GENERAL DESCRIPTION**

Performs moderately complex (journey-level) budget preparation and analysis work. Work involves providing technical assistance in the preparation and maintenance of performance budgets and measures, and monitoring programs, performance, and budgets to identify trends that affect expenditures; Works under general supervision, with limited latitude for the use of initiative and independent judgment; May train other staff.

### **EXAMPLES OF WORK PERFORMED**

Provides advice and assistance on financial planning and management, devises ways to better utilize funds and staff, improvement of management accountability, and efficient means to reach program objectives

Develops and evaluates performance and workload measures

Examines operating budgets to determine whether funds have been appropriately allocated

Reviews financial and operating budget reports for accuracy, and identifies areas in which more appropriate use of funds can be made

Advises staff on areas in which action may be required to stay within budget

Studies and develops budget formulas for making appropriations requests

Maintains trend data and prepares, updates, and publishes reports and manuals

Prepares or assists in the preparation of legislative appropriations requests and budget instructions

Prepares or assists in the preparation of reports on performance measures

Prepares or assists in the preparation of fiscal notes and analyses of legislation

May train others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two to three (2-3) years of experience in accounting, auditing, budget preparation and analysis, and performance measurement reporting 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; of automated accounting, budgeting, and forecasting programs; and of performance measurement and reporting

Ability to analyze fiscal management information, to determine appropriate use of funds, to perform statistical analyses, to identify and develop budgetary reports and schedules, to analyze management problems and develop and present solutions, and to train others

### **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

