



CERTIFIED
NOVEMBER 02, 2023
By Webb County
Civil Service Commission

Budget Analyst

Business Office

BO/10
Pay Grade: 16

JOB SUMMARY

This position helps develop, monitor, and maintain annual budgets for the Budget Office. Their duties include organizing finances, preparing budget reports, monitoring institutional spending and finding ways to run the county budget efficiently and effectively.

MAJOR DUTIES

- Developing organizational budget with manager and budget officer.
- Consolidating organizational budget for review.
- Monitoring spending and keeping departments within set budgets.
- Preparing reports and estimating future financial needs.
- Defending budget recommendations with data and evidence based analysis.
- Assisting with budget amendments throughout the fiscal year.
- Participating in budget development within departments and between divisions or programs; and developing documentation for budget adjustment requests.
- Developing and maintain databases, spreadsheets, and related management systems for budget development and administration.
- Performing financial analysis and make recommendations; develop forms and systems; assist in identifying financial system problems.
- Reviewing all work for completeness.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Work is reviewed based on compliance, appropriateness, and effectiveness in meeting goals and deadlines.

- Skill in prioritizing, organizing and multi-tasking.
- Skill in use of standard office equipment.
- Skill in customer service practices.
- Ability to communicate orally and in writing in the English language and orally in the Spanish language.

SUPERVISORY CONTROLS

The Budget Officer assigns work in terms of general instructions. The Business Office Administrator spot-checks completed work for compliance with instructions, established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide support for the operations of the department. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with coworkers, other county personnel, vendors, auditors, purchasers, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, and provide services.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position does not have supervisory responsibilities.

MINIMUM QUALIFICATIONS

- Must have a high school diploma or GED from an accredited institution and three (3) years of experience in business or finance.
- Or at least 60 college hours from an accredited college or university.

OTHER REQUIREMENTS/INFORMATION

- Must possess valid and current identification.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position **is covered** by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date