

Jurisdiction Class: Competitive
EEO Category: Professional
Revised: 05/23/2019

BUDGET ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position involves research for the review, analysis and preparation of a budget, and participation in the study of methods and procedures of operating departments. Responsibilities also include working closely with various departments and offices in investigating, analyzing and making recommendations on the various aspects of budget and office administration. This work is performed under general supervision of the Director of Budget or other higher level supervisor. The duties are two fold, involving both budget examination and organizational methods and procedures study. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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;
Reports on financial implications of proposed changes in work programs or administrative methods;
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;
Aides in conducting surveys and advises on organizational problems of operating agencies;
Prepares initial work sheets for operating departments;
Proofreads initial budget document;
Attends budget discussions;
Prepares forecasts of revenues and expenditures for specific periods of time according to accepted methods of calculations;
Interprets budget policies, procedures and requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of personal computer-based office management programs for word processing, spreadsheets and data base management; good knowledge of current work methods relating to budgetary control over administrative organizations; good knowledge of the basic principles of public finance; good knowledge of principles and techniques involved in administrative methods and procedures studies; working knowledge of the functions and structure of employing agency, and ability to rapidly acquire more detailed knowledge of such activities; ability to secure and develop cooperative working relationships with operating agency heads and personnel; sound judgement in solving complex administrative and management problems; ability to present oral and written comments and recommendations clearly and concisely.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** one (1) year of experience in accounting; which shall have included, as an ongoing function of the job, budget preparation and/or analysis; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** three (3) years of experience in accounting; which shall have included, as an ongoing function of the job, budget preparation and/or analysis.

Revised: 04/24/1995; 07/18/1995; 05/23/2019