

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Budget Analyst**

DEPARTMENT: **County Administrator**

GENERAL DESCRIPTION:

Prepares, monitors, and analyzes the County annual operating and capital budgets. Ensures the County compliance for the Truth in Millage (TRIM) process. Performs professional work with responsibility for conducting technical and fiscal analyses to ensure accurate, timely budget development, implementation, monitoring, and financial and resource analysis to all departments under the Board of County Commissioners (BOCC) and other agencies funded by the BOCC. Perform a wide range of financial, administrative, operations, and analytical activities, including fiscal impacts and financial reporting, Monitor budget versus actual reports. Assist with the administration of the financial software systems. Evaluate and make recommendations on management practices, procedures, and fiscal requirements. Assists in the development of performance measures and benchmarking for the departments and divisions.

ESSENTIAL JOB FUNCTIONS:

1. Assists in the development, analysis, and evaluation of the annual county budget and the County's five year Capital Improvements Plan as it relates to long-range financial requirements and funding sources. Prepares various financial analyses and forecasts to aid in long-range planning.
2. Manages the Community Redevelopment Area program, including review of tax rolls, and processing and approving payments.
3. Provides guidance on budget preparation, projections, and financial planning to ensure adequate funding levels.
4. Reviews department budgets for completeness, accuracy, and conformance with established policies, guidelines, and procedures. Advises management of potential budget issues and recommend solutions.
5. Assist and prepare budget transfers and amendments for departments in compliance with Florida Statutes and Board policies.
6. Perform revenue and expenditure forecasting analysis, capital improvement projection cost studies, analyzes fund balances and prepares a reconciliation of various funds and accounts, and other related matters to budget projections to assist departments with making informed decisions.
7. Researches variances and contributes to follow-up reports on significant variances to include detailed findings and recommendations.
8. Responsible for all phases of personnel budgeting. Audit and reconcile position control to ensure accuracy of personnel budget.
9. Assists with the development of policies and procedures for the efficient administration of the budget function, including procedures regarding the budget adoption process, compliance with Florida Statutes and County policies, budget methodology, and other procedures and policies considered necessary.
10. Performs internal audits of County departments to ensure compliance with policies and procedures.

11. Monitor operating budget, including revenue, and expenditure control of personnel, capital, and operating expenses, as assigned. Monitor and review accounting records and transaction activities for accuracy
12. Assist in the evaluation and coordination of improvements to internal systems and procedures used for the budget development process as well as recommending improvements to develop more viable accounting, recording, and reporting structures.
13. Prepares the Government Finance Officers Association Distinguished Budget Award Presentation.
14. Prepares complex schedules, account analysis, or other work necessary for monitoring and reporting the status of revenues, expenditures, and balances for management to monitor fund performance.
15. Directs and coordinates the evaluation and monitoring of grant-funded programs. Writes specifications for evaluation or monitoring of program by an outside agency. Writes grant applications according to the format required and submits the application after appropriate approvals are obtained. Ensures proper accounting and timely reporting for grant-funded activities of the County departments and divisions,
16. Prepares and coordinates the County's adoption of its assessment program(s).
17. In case of emergency or crisis (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
18. Employees must be tobacco-free, both on and off the job, for at least one year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
19. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient in software applications such as Excel, Word, PowerPoint, and Publisher, including charting and graphing financial data
- Knowledge of county government functions and practices of governmental accounting
- Ability to multi-task while maintaining a high level of concentration and accuracy despite interruptions
- Ability to utilize mathematical formulas; to add, subtract, multiply, and divide numbers; to determine percentages and decimals, to analyze statistical data
- Ability to read and prepare a variety of forms and documents, including budget requests, various budget-related reports, etc., using the proper format
- Ability to establish effective working relationships with management, employees, employee representatives, business professionals, and the public
- Ability to comprehend and prepare statistical and other data for presentation to others
- Ability to work independently
- Ability to organize and present clearly, orally and in writing, reports of findings and recommendations
- Ability to understand and follow oral and written instruction, complex policies, laws, and directives
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions
- Ability to remain calm in stressful situations

- Ability to isolate and analyze significant trends and practices from detailed records and factual material

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's Degree in Finance, Accounting, Economics, Public Administration, Business Administration, or a closely related field
- Four (4) years experience in budgeting
- Florida government experience preferred

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Valid Florida Driver's License and a driving record acceptable to the insurance provider

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to sit at a desk and view a display screen for extended periods
- Ability to use a personal computer
- Must be able to communicate using speech, hearing, and vision skills

ENVIRONMENTAL CONDITIONS:

- Office environment
- Works closely with others
- Works in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Exempt Status

Revised 04/28/2020