

# NEW CASTLE COUNTY GOVERNMENT

Number 0258

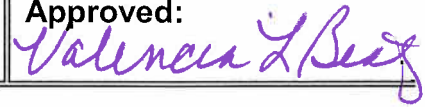
## CLASS SPECIFICATION

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Date 08/23/11

Title: SENIOR BUDGET AND PROCEDURES ANALYST

Approved:



GENERAL STATEMENT OF DUTIES: Performs advanced financial analytical work and research relating to fiscal and budgetary operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for highly complex financial work relating to the preparation and administration of operating and capital budgets, fiscal projections, variance analysis, cash flows, forecasting, administrative policies and procedures, economics, position control, financial impact studies and related projects. Responsibilities include providing advice and making recommendations to County management on fiscal matters and financial problems. Supervision is exercised over professional and clerical staff. Work is performed with considerable independence under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Coordinates and oversees the work of a variety of personnel related to budget preparation, costs, and analysis, and resolves problems that may occur;
- Provides professional fiscal advice to County management in the preparation of the annual operating budget and capital budget and improvements program or other policy and financial matters;
- Prepares fiscal and cash flow projections;
- Performs analytical reviews and prepares reporting schedules for management use;
- Evaluates the financial status of all programs;
- Develops and maintains operational procedures and recommends policy;
- Develops and maintains financial schedules of various types as needed;
- Maintains position control, including review of personnel transactions and all personnel requisitions;
- Supervises the maintenance of records kept by both professional and clerical personnel;
- Monitors purchasing activities of the department for budgetary compliance;
- Oversees staff to assure accurate and timely management of fiscal matters;
- Understands and applies relevant technology to assist department in revenue collection and deposit;
- Evaluates program performance and produces performance measurements;
- Identifies and resolves fiscal operational problems;
- Understands and applies all relevant payable, payroll, accounting and other fiscal policies of the County;

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Date 08/23/11

**Title:** SENIOR BUDGET AND PROCEDURES ANALYST

**Approved:**



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the techniques of cost analysis; thorough knowledge of the principles, practices, and methods of accounting with emphasis on governmental accounting; thorough knowledge of the principles and practices of budgeting, statistics, and general services administration; good knowledge of organization, procedures and systems analysis; good knowledge of the principles, practices and equipment of modern office management; some working knowledge of Federal management circulars; ability to analyze financial data and to make appropriate recommendations; ability to prepare reports and to present facts clearly and concisely; ability to plan, coordinate, and supervise the work of staff; ability to prepare forms, handbooks, memoranda, and other communicative materials; ability to establish and maintain effective working relationships with other employees, general managers, County administration and outside agencies; ability to communicate courteously and effectively, both verbally and in writing; ability to secure necessary facts through personal investigations.

MINIMUM QUALIFICATIONS: At least five (5) years progressively responsible experience in financial planning and analysis, and possession of a Bachelor's Degree from an accredited college or university with major course work in finance, accounting or related field; or an equivalent combination of education, experience and training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 03/07/91  
Revised: 01/01/96  
Revised: 07/01/97  
Revised: 05/01/01  
Revised: 05/19/08  
Revised: 08/23/11