

## BUDGET AND FINANCIAL ANALYST - BOARD OF LEGISLATORS

GENERAL STATEMENT OF DUTIES: Acts as a financial and budgetary consultant to the legislative branch of County government; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chairman of the Board of Legislators and the Chairman of the Budget Committee, the incumbent of this class performs detailed financial analysis and evaluations of proposals referred to the Committee on Budget and Appropriations by the Board of Legislators to assess their financial impact, cost issues, budgetary compliance or other cost/benefit implications. This involves effective working relations with the seventeen elected members of the Board, the independent auditors contracted by the Board, the staff of the County Budget and Personnel Office, as well as other public officials in dealing with highly sensitive issues. Supervision is not a regular responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Analyzes and evaluates all submissions to the Board of Legislators as assigned;

Prepares staff analysis and financial reports on proposed and/or existing programs and their impact on the County and/or local government tax levy, indebtedness, or other ramification;

Assists the Committee on Budget and Appropriations in reviewing and analyzing the annual County Budget submissions both operating and capital expenditures, as assigned by the Chairman of the Committee on Budget and Appropriations';

Works with the independent auditors, contracted by the Board of Legislators, to review the operations and records of the County of Westchester, with particular focus on the interests of the Board of Legislators;

May monitor departmental expenditures, including trust accounts, special funds and grants, as requested or assigned;

Maintains effective working relationships with key administration officials as may be appropriate in the areas of Finance, Budget and Personnel in order to obtain a comprehensive view of any project or matter assigned;

Prepares analytical presentations on various issues under consideration by members of the Board of Legislators;

Attends meetings of the Budget and Appropriations Committee and responds to questions on financial issues as they arise or conducts follow up investigations;

Prepares various analyses, reports and comparisons relative to the analysis of the annual budget submissions by the County Executive.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of practice and procedures used in modern public accounting and auditing; thorough knowledge of financial analysis and control; good knowledge of County budgeting, organization and operating procedures and practices; ability to prepare and analyze financial reports for presentation to others; ability to analyze public issues and their financial impact; ability to establish and maintain effective working relationships; sound professional judgment; initiative; tact; physical condition commensurate with the requirements of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree\* in Business or Public Administration, Accounting or Economics and in addition, either (a) a Master's Degree\* in one of the above fields and five years experience in public accounting, governmental budgeting and/or financial control; or (b) seven years of experience as stated in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.