

BUDGET SPECIALIST I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class assists higher-level professionals in planning, designing and maintaining budgetary activities and systems in a County department, in accordance with County administrative policies and accepted practices within the field. This is the entry-level title of the Budget Specialist series and is distinguished from the journeyman level, Budget Specialist II classification by independence of action as well as the scope and complexity of assignments. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Implements budgetary activities and/or systems in accordance with budgetary goals and objectives set forth by the Commissioner or Department Head;

Assists in the preparation, development, and monitoring of the departmental annual budget, including operational, capital and grant funds;

Consults with assigned Budget Analyst in the Budget Office to discuss the implementation of departmental budgeting activities;

Assists in the analysis and review of departmental expenditures and may prepare reports thereon to help provide accurate budget forecasts and to identify financial problems or issues to be addressed by superiors;

Conducts analytical reviews of variance between actual and budgeted expenditures; reports findings to superiors;

Collects statistical and financial data using established methods and procedures for the preparation of reports to keep management abreast of departmental operations and impact on budgeted funds;

Assists in the preparation of reports for compliance with mandated financial and budgetary requirements set forth by the State and/or Federal government;

Assists in the preparation of cost analyses of projects or studies undertaken by the department to ensure adequate funding and appropriate allocation of resources;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Compiles and maintains records of the County's automated accounting system accounts to verify departmental expenditures;

Reviews reimbursement claims for accuracy and completeness and assists in the preparation of departmental authorization forms for payment;

Attends meetings and conferences as assigned.

FULL PERFORMRANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of the principles of public administration and municipal budgeting; knowledge of the practices and procedures associated with budget forecasting; knowledge of organizational and operational methods and procedures; knowledge of statistical methods and techniques; ability to evaluate organizational and operational methods and propose realistic solutions; ability to comprehend and prepare statistical and other data for presentation to others; ability to establish and maintain effective working relationships; ability to use automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* in Business or Public Administration, Finance, Accounting or a closely related field; or (b) Bachelor's Degree* and one year of experience where the primary function of the position was in budgeting, financial auditing, financial planning or accounting.

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

West. Co.:
J.C.: Competitive
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Job Class Code: C2713
Job Group: VIII