

## BUDGET SYSTEM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the higher level administrator, an incumbent of this class is responsible for the implementation and administration of the Westchester Medical Center's operating budget management and position control systems. An incumbent, in the integration of both systems, performs and coordinates with outside vendors on technical maintenance and updates to the system. Incumbent also provides assistance and guidance to users and produces budgetary reports for management based on system analysis. Supervision is not a responsibility of this position. Does related work, as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates with third-party vendors in the development and maintenance of the operating budget management system, including technical changes to the budget program;

Tests all programming changes for accuracy and integrity, develops test data and procedures to validate system output;

Trains and assists department managers in use of the budgeting system;

Creates monthly holiday and supplemental time accrual data based on payroll extracts and uploads to the accounting system;

Exports invoice data from Pathways Material Management system, creates monthly accrual data and uploads to the accounting system;

Manage the integration of the position control system with the budgeting system, the personnel records system, and the time & attendance systems and reconcile any differences between systems during the budget process;

Reviews budget system policies and procedures for efficient use and make suggestions for change;

Conducts analytical reviews of variance between actual and budgeted expenses, identifying problems and providing resolution;

Advises the Position Control Committee regarding requests to fill vacant positions, availability of positions and budgetary costs associated with filling a position;

Prepares monthly financial statements concerning staffing costs for the Finance Department;

Works with Human Resources management staff to ensure accuracy of position management system records by reconciling on a weekly basis;

Monitors operational expenses and revenue against budget and distributes operational reports informing departments on status of;

Develops reports from source system feeds as needed;

EXAMPLES OF WORK: (Cont'd)

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles of budgeting and administrative management; thorough knowledge of the practices and procedures associated with budget forecasting; thorough knowledge of computers, including such technical areas as PC equipment, PC operating systems, and their functions, operations, goals and objectives in support of the installation of application and office software; good knowledge of records administration within an automated information systems environment; good knowledge of the various computer systems used in the department for running various reports; knowledge of computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; 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 gather and analyze data and draw conclusions; ability to identify, evaluate and convey (both orally and in writing) functional requirements for application software in order to achieve departmental goals and objectives; good judgment; thoroughness and attention to detail; resourcefulness; creativity; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Business or Public Administration, Finance, Accounting or a closely related field or Information Technology and either: (a) six years of experience where the primary function of the position was budgeting, financial auditing or financial planning; or (b) six years of experience where the primary function of the position was implementation and design of financial or budgeting information systems.

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree\* in Business or Public Administration, Finance, Accounting, Management Information Systems or a closely related field may be substituted for each year of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*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.

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Job Group: XV