

## FISCAL ANALYST – BOARD OF LEGISLATORS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for participating in the review and analysis of Westchester County fiscal matters and providing advice and consultation to members of the Board of Legislators regarding fiscal matters considered by the Board. Responsibilities involve, but are not limited to reviewing and providing advice on departmental requests for funding, contracts, county budget development, oversight and management. Contacts are established and maintained with the County Executive's Office, Budget Office, Board of Acquisitions and Contract, Law Department and all other county departments. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the review and analysis of departmental requests for funding and services in County Government;

Performs in-depth weekly review of all resolutions presented to the Board of Acquisition and Contract;

Assists in the preparation and review of the county budget; reviews and monitors, on an on-going basis, the County's Operating Budget, Capital Budget, Special District Budget and Community College Budget, various contracts;

Meets with County Departments regarding their Budget submissions;

Performs more complex analysis of departmental budget requests, raising specific questions for consideration;

Participates in Budget hearings as needed;

Confers with department heads and administrative personnel and investigates requests regarding allocations, additional appropriations, allocation changes, appropriation changes, transfers of funds, etc.;

Reviews legislation and provides information regarding the fiscal impact of same;

Works closely with the County's auditors through out the year to monitor the County's financial status;

Reviews and analyzes the Budget Department's Quarterly Projections of the County's current Budget;

Responds to request from the 17 members of the Board of Legislators for information, review and analysis on various county projects;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern public sector accounting, budgeting and auditing principles and practices; thorough knowledge of financial accounting, cost accounting, and budgetary procedures; thorough knowledge of financial management and cost control theory and practices; good knowledge of automated financial systems designs and techniques; good knowledge of office procedures and practices; good knowledge of applicable Federal, State and local laws and regulations; skill in the use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to monitor complex financial systems in an automated environment; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; discretion; tact; physical condition commensurate with the demands of the position.

SUGGESTED TRAINING AND EXPERIENCE: Bachelor's Degree\* and five years of experience where the primary function of the position was in financial analysis, financial planning or financial forecasting, one of which must have been in the public sector.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* in Finance, Business Administration, Accounting, or closely related field, may be substituted for up to two years of the above stated general experience. There is no substitution for the one year of specialized 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 or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.