

# Seminole County

## Classification Description

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Classification Title: Budget Analyst

Class Code: 3214

EEO Code: B

FLSA: Non-Exempt

Revision Date:

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### General Statement of Job

Performs professional duties in budget preparation, financial monitoring and analysis, management evaluation, and related activities; ensuring fiscal accountability. Provides County Management with analysis necessary to support financial planning and effective allocation of resources.

### Essential Functions

**Essential Functions:** *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Assists with the development of budget methodology and procedures utilized in the budgetary formulation process.

Assists with and coordinates the budgetary activities of assigned departments including budget/financial systems training, fiscal monitoring; the processing of budget changes and resolutions, and other financial/management related processes.

Evaluates department budgets; analyzing financial needs to facilitate long-range planning and ensure revenues meet operational and capital requirements.

Utilizes computer applications to compile and analyze financial data to monitor/control budget expenditures.

Assists with the implementation of financial reporting procedures, and provides periodic reporting and long-range forecasts to reflect the county's financial status.

Prepares and makes oral and written presentations to the County Manager and staff as assigned.

May supervise subordinate personnel.

### **Additional Duties:**



Performs other related work as required.

### **Minimum Qualifications**

Bachelor's Degree and one (1) year experience required; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **Special Requirements**

Knowledge of laws, regulations and statutes as related to budget development. Knowledge of local government administration, management, budgeting, accounting, and financial administration. Knowledge of research techniques and technology as applied to budgeting.

### **Technical Requirements**

Must possess and maintain a valid Florida Driver's License.

### **Working Conditions**

The work environment is a general office setting. The incumbent performs most duties sitting at a desk, table, or workstation. This position has regular exposure to radiant, electrical energy found in an office setting. Position requires minimal walking, standing, stopping and repetitive hand movement.

