

BUDGET & FINANCIAL MANAGEMENT ANALYST

Job Code	Pay Grade
02350	P1

Nature of Work

This is professional work with responsibility for conducting technical and fiscal analyses to ensure the provision of accurate, timely budget development, budget monitoring and financial and resource analysis to all departments under the Board of County Commissioners (BCC), and other agencies funded by the BCC. Responsibilities include a wide range of financial, information technology, administrative, operations, and analytical activities, including fiscal impacts, financial reporting, systems analysis, Pinellas County Strategic Plan, and resource and debt management. Depending on area of assignment, duties involve monitoring budget versus actual reports, coordinating budget adjustments and supplements with various departments, coordinating department budget data and service program information for development of the annual Operating and Capital Budget documents, providing the administration of financial software systems, and working with Business Technology Services (BTS) to implement improvements and resolve errors. Work is performed within established policies and requires use of a variety of technology tools; however assignments are performed with independence requiring the exercise of sound judgment, initiative, adherence to deadlines, and project management. The position reports to a Budget Manager, Bureau Director or designee.

Minimum Qualification Requirements

- Bachelor's degree in business, accounting, finance, public administration, or related field and 2 years experience in accounting, budgeting, and financial management in a large highly computer automated organization; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Provides superior customer service to assigned department/agency customers to enable them to manage their budgets such that the department/agency accomplishes its strategic goals and initiatives.
- Performs complex, customer-focused professional financial services tasks and assignments designed to meet operations' requirements.
- Serves as a leader on assigned projects of research and analysis of financial data from complex data management systems. May direct or actually supervise other staff in this capacity.
- Serves in a consultative capacity with staff members of assigned department/agency customers for the development of their departmental budget requests, accounting and financial reporting requirements.
- Performs various technological business/functional administrative tasks required to maintain software, providing problem solving, testing and developing, and modifying reports.
- Supports senior managers in departments and County Administration to prepare and administer both strategic and operating finance and accounting plans that include items such as capital improvement programs; annual budgets; budget administration; debt management; and other complex finance and accounting assignments.
- Performs budget and financial analysis, technical fiscal studies, analyzes acquired data and recommends course of action.
- Participates in monitoring changes in policies, procedures and laws in order to identify areas of financial impact.
- Reviews and monitors budgets, expenditures, and contracts to assure conformity with federal, state and county laws and regulations, county and departmental procedures and practices and for economic feasibility.
- Plans and tests software updates and patches as well as implementation and upgrades to budget software.

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Illustrative Tasks (continued)

- Prepares periodic financial reports and other special reports required for federal, state, and internal purposes.
- Works with BTS technical support resources providing technical support to software users in order to resolve issues and suggest new functionality.
- Coordinates the development of central services cost allocation plans with an outside consultant and the directors of all central services departments.
- Develops multi-year financial forecast for designated funds.
- Delivers presentations to internal and external customers, including Board of County Commissioners.
- Leverages technology tools to accurately and efficiently fulfill assigned duties.
- Creates and delivers training courses.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles (GAAP), particularly as applied to governmental accounting and financial reporting.
- Knowledge of the principles and procedures associated with the preparation of the annual budget and the Truth in Millage (TRIM) compliance process.
- Knowledge of Florida Statutes applicable to budgeting and financial management within the public sector; particularly Chapters 129 and 200.
- Knowledge of the State of Florida Uniform Accounting System for Local Governments.
- Knowledge of computer software applications such as Microsoft Office applications for financial evaluation and data manipulation.
- Skill in demonstrating leadership on assigned special projects and other complex assignments (such as cost allocation plan development, multi-year financial forecast development, FEMA reimbursement.)
- Skill in exercising considerable initiative, fostering collaboration and teamwork, and demonstrating creativity and innovation leading to improved work processes.
- Skill in an integrated, automated financial software environment.
- Skill utilizing an automated budget development tool.
- Ability to communicate ideas, findings and recommendations in a clear, concise manner both verbally and in writing.
- Ability to relate to and address others in a public forum in a clear and concise manner.
- Ability to research and assimilate data from various detailed record sources for the development of analyses and reports.
- Ability to establish and maintain effective working relationships with officials and employees in county departments.
- Ability to lead others in team efforts towards common objectives.
- Ability to analyze trends from detailed records and factual materials.

For official use only

Revised	EEOC Code	Overtime Code
2/16	Professionals	Exempt