

NEW CASTLE COUNTY GOVERNMENT

Number 0260

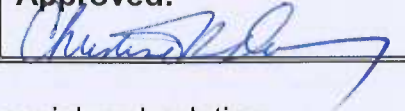
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CLASS SPECIFICATION

Date 03/30/15

Title: BUDGET AND PROCEDURES ANALYST

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible financial work relating to budget preparation, personnel, cost analysis, and administration procedures; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for conducting research and preparing reports and recommendations regarding administrative practices and procedures, financial planning, budget preparation, internal assessment, cost analysis and similar fiscal activities. Under general supervision, the employee has wide latitude in devising and modifying procedures and may supervise a small staff.

EXAMPLES OF WORK: (Illustrative only)

- Supervises the work of a variety of personnel related to budget preparation, costs, and analysis;
- Reviews, maintains, and improves existing general records and accounts;
- Reviews revenue transactions and reconciliations and performs cash forecasting and analyses;
- Develops short and long term financial plans and strategies in support of department services;
- Establishes master records as a basis for departmental cost and control functions;
- Develops formats and reporting schedules, and extracts data from information systems/databases for management use;
- Investigates and makes recommendations for equipment needed for existing and projected cost and control functions;
- Develops costs and schedules of prior fiscal experience for annual budget request;
- Analyzes department's and division's request for new equipment, new services (programs), and makes recommendations concerning the same;
- Formulates written procedures and guidelines to strengthen internal controls for the department;
- Provides procurement and payment reviews to optimize expenditures and improve the effectiveness of the department's programs and budgets;
- Summarizes and prepares budget request, both operating and capital;
- Reviews the work of employees responsible for keeping attendance, leave, and similar timekeeping records of a department;

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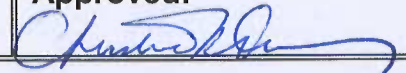
CLASS SPECIFICATION

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Date 03/30/15

Title: BUDGET & PROCEDURES ANALYST

Approved:



- Interprets and applies regulations, policies and procedures as outlined by Federal management circulars for the State of Delaware, New Castle County, and other jurisdictions applicable;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the techniques of cost analysis, finance and budgeting; knowledge of governmental accounting principles and practices; knowledge of governmental organization, procedures and systems analysis; knowledge of the principles and practices of governmental budgeting, statistics, and general services administration; working knowledge of financial databases and information systems; familiarity with electronic payment systems; ability to communicate courteously and effectively, both verbally and in writing; ability to prepare reports, forms, handbooks, written communications, and other communicative materials; ability to establish and maintain working relationships with personnel or organizational units; ability to secure necessary facts through personal investigations; some working knowledge of Federal management circulars; ability to supervise others.

MINIMUM QUALIFICATIONS: At least three (3) years of experience in professional finance work and possession of a Bachelor's Degree from an accredited college or university with major course work in finance or related field; or an equivalent combination of education, experience or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 02/21/68
Revised: 07/01/73
Revised: 05/27/80
Revised: 09/18/89
Revised: 04/01/94
Revised: 05/01/99
Revised: 11/01/03
Revised: 12/06/07
Revised: 03/30/15