Senior Budget Analyst

Job Code 00001105

General Description
The purpose of this position is to provide analytical support to the Budget Director and VPFSS, and advising account managers of budgetary actions regarding their account funding levels and salary information.

Examples of Duties
Audit PCRs and overtime forms for fund availability and policy compliance.
Enter PCRs through PCR program in budget assistant’s absence.
Finish transaction batches on PCR program to take transactions to SAP.
Conduct various training sessions.
Prepare UB/Estimated income report and a quarterly report of status changes.
Build and balance beginning budgets.
Use budget development programs to make adjustments and finalize budget.
Prepare several reports and spreadsheets to be used for budget.
Assist in the preparation of the budget summary and analysis.
Prepare administrative PCRs to correct inadvertent errors.
Council staff on necessary actions to help develop and maintain accurate budget records.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: spreadsheet design and preparation; policies and procedures; information systems; basic audit procedures; troubleshooting.

Skill in: preparing memos, letters, and reports; helping staff with annual budgets; locating source of funds; problem solving and decision making; organization; communicating effectively to various sizes of groups.

Ability to: help users understand processes; read and interpret documents, department budgets, procedures, and manuals; audit documents; explain budget problems, and software basics; follow up with analyst, programmer, and users.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements