


**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Budget and Grant Analyst Sr.	PAY GRADE: C43
DEPARTMENT: Finance Department	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: Budget and Research Officer	LEAD: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED: 	<u>9/10/20</u>
Department Head	Date
<i>Deborah Weir</i>	<u>9/10/2020</u>
Human Resources Director	Date

I. PURPOSE SUMMARY. Under the direction of the Budget and Research Officer, supports county administration in controlling and monitoring revenues and expenditures; develops and monitors the County's annual budgets; serves as a Lead in coordinating with the section, other departments, and community partners who receive grant funding from the County. Performs research and planning related to budget and finance. Assists with development of recommendations for internal controls in accordance with policies and procedures. Performs lead worker responsibilities in maintaining controls for complex fiscal accounting for various funds and accounts using fund accounting for state and local governments. Assist in training and presenting for the section. May fill in for the Budget and Research Officer as needed.

II. ESSENTIAL DUTIES.

1. **Assist in budget development including:**
 - A. Prepare regular and special budgets in a timely manner within County deadlines.
 - B. Provide advice and technical assistance with cost analysis and fiscal allocation.
 - C. Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
 - D. Prepare, monitor and may present with explanation the annual budget to management and commission.
 - E. Assist with the preparation of budget instructions, calendar and worksheets.
 - F. Assist in the preparation of financial reports for the state.
 - G. Assist in the maintenance of all position budgets.
 - H. Provide training to employees.

2. **Analyze monthly accounting reports to maintain revenue and expenditure controls including:**
 - A. Provide advice and technical assistance with on-going cost analysis, fiscal allocation, and budget revisions in a timely and accurate manner.
 - B. Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
 - C. Prepare regular and special budget reports. Review operating budgets to analyze trends affecting budget needs and produce budget status reports for management every thirty days.
 - D. Ensure that internal budget adjustments (IBR's) are made in accordance with County and DFA regulations, grantor requirements, or program changes.
 - E. Prepare information illustrating financial and statistical data for various budget documents, analyzes economic trends as required.

F. Recommends spending cuts and changes in funding levels as needed based on research and reports.

3. Serves as section lead in the coordination with partners funded by the County (via contracts, grants and other appropriations of public monies) including:

- A. Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- B. Review of budget assumptions.
- C. Review operating budgets to analyze trends affecting budget needs.
- D. Responds to requests for information; answers budget and financial questions related to budget.
- E. Advises management on budget issues and procedures regarding data policies.
- F. Provides technical information based on business needs to County staff as authorized.
- G. Provides assistance to other government agencies and the public within scope of authority.
- H. Serves as a resource for departments and staff to ensure compliance with established rules, policies and procedures related to effective grant compliance.
- I. Coordinates the entry of the budget data into the accounting system with the Budget Analyst position. Instructs them on the proper procedures on how to accomplish tasks. (Responsible for entering budget data in accounting system even if Budget Analyst position is not filled).

4. Prepares routine monthly, quarterly, and annual reports as required by statute to the Department of Finance and Administration (DFA) including:

- A. Tracks expenditures and analyzes variances and trends.
- B. Analyzes revenues and prepares revenue reports.
- C. Assists Budget and Research Officer in forecasting and presenting information to appropriate parties.

5. May serve as section lead in review of work performed by other employees in the budget and grant section including:

- A. Working under the Budget and Research Officer, responsible for submission and accuracy of work performed by other junior employees in the section.
- B. Meets regularly with staff under the supervision of the Budget Officer, to review work in progress, discuss and resolve administrative, workload and technical issues, and to prioritize and assign tasks and projects; evaluates and analyzes functions, resources, processes and procedures to identify issues and recommend changes for improvement; interprets applicable rules and regulations to provide guidance in developing, implementing, and administering policies and procedures.

6. Performs reconciliations and prepares financial reports including:

- A. Prepares a number of internal financial reports.
- B. Analyzes and reviews complex statements, reports and contracts.
- C. Prepares and reviews journal entries, journal vouchers, reconciliations (cash to grant reimbursement requests), and schedules.
- D. Verifies proper account codes.

III. ADDITIONAL DUTIES. Performs other job-related duties as assigned

IV. QUALIFICATIONS.

- A. Education.** Bachelor's degree in Public Administration, Business Administration, Accounting or Finance or related field. Master of Accountancy, MBA, and/or a Certified Public Accountant, Certified Government Financial Manager, or Certified Management Accountant is highly desirable.

B. Experience. Four (4) years of professional experience in accounting. Experience in budget preparation, analysis and monitoring budgets is preferred. Experience with governmental budgets is preferred.

C. Education/Experience Substitution. In accordance with County Policy, advanced education may be substituted for experience.

D. Licenses/Certifications. Must possess and maintain a valid driver's license and satisfactory driving record.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass background check including a credit check and driving record check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:

- Economic and public accounting principles and practices including GASB, the financial markets, banking and the analysis and reporting of financial data.
- Local government and State Department of Finance and Administration financial procurement procedures
- Advanced budget theory, principles and practices and their application to a variety of budgeting transactions or problems for public financial administration
- Must have knowledge of: laws and administrative policies governing financial operations of the County; generally accepted accounting principles; advanced computer operations including word processing and spreadsheets; methods to maintain accurate records.
- Methods to identify complex problems and review related information to develop and evaluate options and implement solutions.

Skilled in:

- Must have skills in analyzing and evaluating information accurately and expressing ideas clearly; handling sensitive and confidential matters; using initiative and independent judgment while recognizing when it is appropriate to refer matters to management; establishing and maintaining effective and cooperative working relationships with others.
- Reading, writing and mathematical calculations at a technical level
- Problem solving techniques
- Proficient in use of personal computers specifically word processing, spreadsheets, graphics, scheduling, and financial analysis

Ability to:

- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Use initiative and independent judgment when related to core functions while at the same time recognize when it is necessary to refer matters to the supervisor's attention
- Organize and prioritize numerous tasks to meet deadlines
- Effectively present information at an advanced level and respond to questions from general public and staff, which must be conducted in a courteous and respectful manner at all times
- Read and interpret reports, regulations, invoices, and other correspondence between state and federal agencies and the County

2. **FREEDOM TO ACT.** Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

3. **GUIDELINES AND JUDGMENT.** The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

4. **PHYSICAL DEMANDS.** The work is sedentary. Typically the employee sits comfortably to do the work. The majority of work is performed on a computer. Specific vision abilities include close vision and ability to adjust and focus. There may be some walking, standing, bending, carrying of light items.

5. **WORK ENVIRONMENT.** The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile.

This position is demanding and the work requires working extended hours.

6. **SUPERVISION EXERCISED/RECEIVED.** Work is performed under the direction of the Budget and Research Officer. Position has no supervisory responsibility. Position serves as a lead in section.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____ Date _____
Employee *Date*

9/2020