



Budget & Financial Management Analyst

Category: Exempt
Pay Grade: E24
Job Code: 02350

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs 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; performs 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; monitors budget versus actual reports, coordinates budget adjustments and supplements with various departments; coordinates department budget data and service program information for development of the annual Operating and Capital Budget documents; provides the administration of financial software systems; works with Business Technology Services (BTS) to implement improvements and resolve errors.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides superior customer service to assigned department customers to enable them to manage their budgets such that the department 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 and may direct or supervise other staff in this capacity;
- Serves in a consultative capacity with staff members of assigned department customers for the development of their departmental budget requests, accounting and financial reporting requirements;
- Performs various technological business and 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;
- 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Special Qualifications (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

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;
- Ability to use small office equipment and computers.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.

- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.