

The Maryland-National Capital Park and Planning Commission

TITLE: Budget Analyst
SERIES: Accounting and Finance

GRADE: H **CODE:** 2190
DATE: 1/13/88

Class Definition

Under direction, performs professional budget work on a Commission-wide basis involving the preparation, review, analysis and presentation of the Commission's budgets. Participates in the administration of the budget. Performs budget-related studies and analysis. Performs other related duties as assigned.

Examples of Important Duties

1. Participates in the preparation and presentation of the Commission's operating budget document. Reviews departmental budget submissions regarding form, content, accuracy, completeness and compliance with guidelines. Analyzes and reconciles proposed expenditures with estimated revenues. Creates subsidiary schedules in support of the budget. Assists in the presentation of the budget document before the Planning Board or County Councils, as delegated.
2. Prepares the adopted budget for distribution.
3. Conducts budget/fiscal impact studies and other special management studies as directed. Prepares specialized budget reports.
4. Reviews monthly budget account statements for expenditure trends.
5. Participates in six-and nine-month expenditure reviews of operating department's budgets in conjunction with the Finance Department to monitor expenditure levels and to determine funding levels and availability.
6. Attends meetings, hearings and work sessions as alternate for the budget Manager, as delegated.
7. Interprets requests having fiscal implications to the Commission, and responds to those requests.
8. Participates in expenditure reviews and budget work sessions both with Commission staff and county government staff.

Important Worker Characteristics

- A. Considerable knowledge of (1) the principles and practices of public administration, particularly regarding financial management; (2) the techniques of budget preparation and analysis; (3) statistical analysis and other research techniques; (4) mathematics; (5) Commission organization, functions, policies and

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Important Worker Characteristics (Cont)

procedures.*

B. Skill in operation of (1) micro-computer;* (2) user-friendly software;* (3) calculator.

* Developed primarily after employment.

C. Ability to (1) analyze and evaluate budgetary and other management data; (2) prepare concise and comprehensive reports; (3) communicate effectively, orally and in writing, with employees, officials and the public.

Minimum Qualifications

1. Bachelor's degree in Business Administration, Public Administration or related subjects; or four years of experience in business/public administration, including budget analysis; and two years of experience in governmental budget preparation and analysis; or
2. An equivalent combination of education and experience.

Working Conditions

Works in office.