

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Budget Analyst
SERIES: Accounting and Finance

GRADE: I CODE: 2191
DATE: 11/91

Class Definition

Under direction, performs difficult professional budget work on a Commission-wide basis of considerable responsibility, complexity, and variety, 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. Examines and interprets budget information, reports and records.

Examples of Important Duties

1. Assists Budget Manager with the preparation and presentation of the Commission's operating budget document. Reviews departmental budget submissions regarding form, content, accuracy, completeness and compliance with guidelines 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. Reconciles changes in the proposed budget to create the adopted budget. Prepares and publishes the adopted budget.
3. Conducts budget/fiscal impact studies and other special management studies as directed. Prepares specialized budget reports and projections of revenue and expenditure reports to fulfill management objectives.
4. Reviews monthly budget account statements for expenditure trends. Prepares monthly and quarterly budget reports for the Commission that reflect budget amendments and transfers.
5. Conducts 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 sharing representation with Budget Manager. Shares responsibility as contact for budget-related inquiries.
7. Interprets budget data and trends in fund activity, advises managers in selecting proper sources of funds to achieve management objectives and interprets requests having fiscal implications to the commission, and responds to those requests.
8. Participates in expenditure reviews, prepares statistical data, participates in budget work sessions both with commission staff and county government staff.

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Examples of Important Duties (Continued)

9. Monitors departmental expenditures for compliance with budget.

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

* Developed primarily after employment.

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 four years of experience in governmental budget preparation and analysis; or
2. An equivalent combination of education and experience.

Working Conditions

Works in office. Moderate pressure to meet deadlines.