

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Budget Analyst I

GRADE: 18

DATE: 7/9/2018

SERIES: Corporate Budget

CODE: 1283

EEO: Professionals

FLSA: Non-Exempt

Class Definition:

Under general supervision, performs entry level budgetary review and analysis functions Commission-wide to assist in the preparation, implementation and monitoring of operating and capital budgets (annual budget and multi-year projections). Builds knowledge of, and skills in, budgeting, by learning to perform the full range of budgetary review and analysis. Reviews departmental budget submissions regarding accuracy and compliance with guidelines; and tracks and reports on expenditures. Assists higher level budget analysts with preparing and publishing the adopted budget. Compiles historic data for various budget and trending reports. Some work may be confidential or sensitive. As an individual contributor, the work results in the accuracy of various budget products and services. Applies knowledge of the general principles of budgeting to ensure one's own work products and services are effective. Performs various types of analyses and solves conventional and non-standard problems, which include interactions of technical and non-technical variables. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent plans and carries out the work in conformance with established policies, procedures and practices; and resolves commonly encountered problems and deviations by selecting and applying the appropriate guideline(s), and brings uncommon problems to the supervisor's attention for guidance or resolution. Work is expected to be accurate and is subject to check for conformance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Assists with the preparation of the Commission's budget document by reviewing departmental budget submissions regarding accuracy and compliance with guidelines. Drafts budget facts; and examines proposed expenditures with estimated revenues.
2. Researches and gathers budget data from prior year budgets.
3. Applies principles, methods, techniques of budgeting to monitor, analyze and report on budget management. Uses economic, budgetary and programmatic assumptions for trending. Performs research to assist in identifying, preparing for and responding to potential or emerging budget management issues.
4. Reviews monthly budget account statements for expenditure trends. Assists with the preparation of monthly and quarterly budget reports for the Commission that reflect budget amendments and transfers.
5. Assists with monitoring departmental expenditures for compliance with budget.

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6. Prepares statistical data/charts. Maintains databases, generates standard reports for standardized analyses.
7. Responds to general inquiries regarding the annual budget, current spending and revenue levels, and related issues.
8. Maintains confidentiality of data including legally-protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive budgetary and programmatic data, and other sensitive information.
9. Builds knowledge of, and skills in, budgeting, acquires fundamental knowledge/skills in budgeting, and stays informed of changes in guidelines and these fields in general.
10. Communicates and interacts effectively with business contacts. Establishes and maintains, working relationships, including teamwork.
11. Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), word processing, budgeting, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions.

Important Worker Characteristics:

- A. (1) Knowledge of the principles, methods, techniques and generally-accepted practices of budgeting (operating and capital budgets) to assist in the formulation, justification, presentation and execution of budgets.
(2) Ability to acquire and build knowledge of key Commission work programs sufficient to review budget submissions, track spending, identify budget options that support work programs and prepare sound, complete analyses of budget matters*.
(3) Knowledge of government budget processes*.
(4) Knowledge of Commission organization, policies, and procedures (including budget processes, account codes, funding sources and other budget-specific information)*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.
- C. Skill in communication to understand verbal and written information (including facts, assertions and arguments) and to express such information so that others will understand.
- D. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

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- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Finance, Accounting, Business Administration, Management, Public Administration or any related field.
2. An equivalent combination of education and experience may be substituted, which together total 4 years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires very light to light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.