



COUNTY OF NYE

CLASS TITLE: BUDGET / FISCAL ANALYST

BASIC FUNCTION:

Under the direction of the Budget & Fiscal Director, is responsible to prepare, monitor and advise appropriate staff concerning budget items; prepares and interprets economic implications for labor negotiations and administration; conducts analysis and provides interpretive recommendations for solutions to problems and system improvements; performs other duties as may be assigned. This is the first level in the Budget/Fiscal Analyst class series. Incumbents are expected to work with a moderate to high degree of independence. Work assignments may be limited in nature and/or reviewed more frequently than a journey level Budget/Fiscal Analyst II class. The incumbent is fully aware of the operating procedures and policies that apply to budget and fiscal administration.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Compiles budget information returned from department heads and elected officials for review by supervisor; assists in dissemination of information and making presentations to the County Manager, County Commissioners, and the State Department of Taxation. Principally responsible to improve budget request forms with historic data, including budgeted amounts vs. actual expenditures for previous years and monthly expenditures for the current year.
2. Responsible for ongoing review and analysis of county and town revenues and expenditures to assure that revenues are being received as projected and expenditures are in conformance with budget and revenues received.
3. Assists in preparation of budget documents for county and towns; calculates revenue estimates for county, town and special districts. Compiles budget status report to demonstrate current and projected condition of comprehensive county budget. Identifies and initiates budget augmentations during the year for grants and donations.
4. Prepares and monitors economic implications for labor negotiations and administration; determines cost estimates for employee benefits; serves as information source to the management negotiation team, and may serve as a member of that team as requested.
5. Computes percentages to indicate trends, interprets trends, and tabulates statistical data for presentation in miscellaneous budget and financial reports. Provides direction and assistance to departments in determining project costs.
6. Prepares financial statements and compiles other budget and financial information to assist the outside auditor in researching, compiling, and

interpreting data for the annual audit report.

7. Compiles and prepares annual accumulated sick and annual leave reports; reviews records of actual operating expenses including payroll benefits, services and supplies for the annual audit report. Prepares billing for vehicle gas usage from county-owned pumps.
8. Primarily responsible for the preparation of grant requests and reports for grant monitoring. Initiates and prepares environmental review process for all HUD grants received. Monitors construction grants for compliance with labor standards, bidding procedures, pre-bid conferences, bidder eligibility, pre-construction conference and Civil Rights Laws. Prepares monthly/quarterly and close-out reports.
9. Compiles, retains and retrieves management data and prepares reports and recommendations for solutions to administrative and systems problems; performs special management projects as requested.
10. Utilizes personal computer and mainframe hardware and output to tabulate, compile and analyze data and produce schedules and reports as necessary.

QUALIFICATIONS

Knowledge of:

Principles and practices of public administration; governmental fund accounting; organizational and financial analysis; budget development and administration; basic accounting functions and concepts; cost and revenue analysis; contract review and administration; computer systems and records administration; and pertinent state and federal laws and regulations.

Skill in:

Developing and implementing departmental and countywide goals, objectives, policies, procedures and standards; financial analysis and problem-solving with regard to budget and fiscal matters; explaining and training others in work-related policies and procedures; developing effective work teams and motivating individuals to meet goals and objectives; and analyzing, evaluating, interpreting, applying and explaining relevant federal, state, and local laws and regulations.

Ability to:

Maintain a comprehensive budget process; conduct analytical studies and make recommendations; interpret and analyze policies, procedures, regulations and laws; prepare clear and concise analytical/statistical reports and make effective graphical presentations; coordinate multiple projects and deadlines; and communicate effectively orally and in writing to various levels within the organization and with outside agencies.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from an accredited college or university with a Bachelor's degree in accounting, public administration, business administration, economics, or closely related field; program/performance review and project administration; public and community relations; and at least five (5) years of increasingly more responsible full-time

professional experience in financial management for a public agency; or equivalent combination of related education and experience.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Coordinates work assignments of support staff as assigned. May serve as a project team leader.

CONTACTS:

Co-workers; department heads and personnel; elected officials; County Manager and Board of Commissioners; town staff members; various federal, state and local agency officials/staff members; outside vendors and consultants; and the general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Coordination and vision to use keyboard and video display terminal sometimes for prolonged periods. Strength, dexterity and coordination to handle files and various documents. Occasional lifting of items weight up to 25 pounds such as files, stacks of paper, and other materials. Endurance and vision to drive for extended periods of time throughout the county and state.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment; limited exposure to dust, fumes, odors or noise; regular travel within the county and state. Occasional evening meetings. Work evenings and/or weekends at certain times of the year.