



COUNTY OF NYE

CLASS TITLE: BUDGET ANALYST I

BASIC FUNCTION:

Under the direction of the Finance Director (Comptroller), is responsible to prepare, monitor and advise appropriate staff concerning budget-related matters; prepares and interprets economic implications for labor negotiations and administration; conducts analysis and provides interpretive recommendations for solutions to problems and system improvements. Incumbents are expected to work with a moderate to high degree of independence. This is the entry level of the Budget Analyst series.

This position is classified as “confidential” under NRS 288.

REPRESENTATIVE DUTIES:

1. Develop an annual budget process schedule, instruction package, and coordinate dissemination of the instruction package to all county entities involved in the budget process. 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. Assists in identifying the need for and execution of augmentations in compliance with NRS 354 and NAC 354, medium term and long-term obligations in compliance with NRS 350 and NAC 350, and other similar budgetary tasks.
5. Assists in all budget-related statutorily required reporting pursuant statute including, but not limited to, the Debt Management Policy and Capital Improvement Plans for all county departments and entities within Nye.
6. Processes month-end budgetary duties, including, but not limited to, reconciling budgets and updating revenue/expenditure projections for all funds.
7. Responsible for preparing and submitting agenda items and all backup related to budget matters.

8. 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.
9. 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.
10. 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.
11. Compiles, retains and retrieves management data and prepares reports and recommendations for solutions to administrative and systems problems; performs special management projects as requested.
12. Utilizes personal computer and mainframe hardware and output to tabulate, compile and analyze data and produce schedules and reports as necessary.
13. Performs related duties and responsibilities as may be assigned.

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:

Graduation from an accredited college or university with an Associate'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 three (3) years of increasingly more responsible full-time

professional experience in financial/budget management for a public agency; or equivalent combination of related education and experience. Budget coursework through Government Fiscal Officers Association (GFOA) required, including basic and some intermediate level training. Extensive experience in Microsoft Excel, Access or other Database programs and report writing required.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Must work independent with little or no supervision. 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. This position serves as the intermediary contact between the Finance Director and the Nevada Department of Taxation.

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.

Normal office environment.

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.

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.

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.