

SENIOR BUDGET TECHNICIAN

Code No.: 910006
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level staff position responsible for the development of an annual budget for a county department or town, village or school district. Duties involve analyzing and tracking various programs and projections of financial data including prior expenditures and planned initiatives in the development of budget estimates, overseeing the tracking of internal costs and developing charge-backs, and ensuring expenses are properly allocated. The Senior Budget Technician also provides technical assistance to management personnel in interpreting and controlling budgets. This position differs from Budget Technician by virtue of independently developing budgets, providing management with solutions to budgetary issues, and performing more analysis. The employee reports directly to, and works under the general supervision of a department head, financial or budget officer, or other higher level staff member. General supervision may be exercised over technical and clerical support. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Collects, analyzes, and summarizes detailed financial data related to the development of an annual budget;

Consults with staff to resolve problems during the budget preparation process;

Creates specialized financial reports regarding items needing special attention such as comparisons between expenditures and the budget;

Notifies and assists schools and departments when budget items are rejected;

Develops a variety of descriptive statistical reports for use by management;

Analyzes current expenditures on a monthly basis, projects annual expenditure and creates control reports;

Oversees expenditures and recommends budget appropriation transfers department heads;

Develops financial reports regarding construction projects, transportation issues, and other areas and ensures budget targets are met;

Oversees budget and salary/payroll monitoring;

Ensures funds are properly accounted for and reported regarding grant requirements;

Develops final reports regarding items such as various state funded projects and submits to appropriate agency for review and reimbursement if eligible;

Assists management in interpreting and controlling budgets;

Monitors purchase orders and contracts;

Gathers data for specific cost studies and report.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and techniques of budget preparation and control; good knowledge of the principles and techniques of cost estimating, revenue projection, and program analysis; good knowledge of public administration and agency fiscal planning; good knowledge of supervisory principles and practices; good knowledge of applicable reimbursable programs, projects, and services; good knowledge of basic research techniques and statistical manipulation involving the budget development and control process; good knowledge of application of computer systems to financial analysis; good knowledge of principles and practices of government accounting; working knowledge of payroll preparation and monitoring; working knowledge of purchasing procedures and contract bids; ability to communicate orally and in writing; ability to understand, interpret, and analyze data and to organize material into effective and meaningful reports; ability to analyze the impact of working relationships with management staff; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's or Master's degree in Business Administration, Public Administration, Accounting, Economics, Finance, Mathematics, Statistics, or a closely related field plus two (2) years paid full-time or its part-time equivalent experience in accounting, budget activities, or financial activities; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: May 2, 1980
REVISED: December 4, 2014