

SNOHOMISH COUNTY JOB DESCRIPTION

BUDGET ANALYST SENIOR I

Spec No.1050

BASIC FUNCTION

To provide budgetary oversight and financial consulting services to client departments.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Responsible for oversight of financial activities for several county departments; assures executive office that departmental financial activities, budget and strategies are within budget and legal parameters; that key department financial issues are managed and understood, and strategies for long term fiscal solvency are integrated into each department's annual budget plan.
2. Advises department staff on strategic financial issues; assists in developing budget proposals that support county goals; recommends course of action as needed.
3. Provides business and financial consulting assistance to departments on budget, accounting, financing and risk management issues.
4. Negotiates with department and council staff to develop solutions to complex financial issues on behalf of the executive office.
5. Anticipates, identifies and quantifies critical financial issues confronting departments; monitors resolution of short term issues; participates in development of solutions to long term issues; works closely with department, executive office and council staff on policy issue resolution.
6. Offers and implements solutions to identified problems and issues and recognizes when financial, policy, operational, or legal consequences of an issue requires additional executive and/or council input.
7. Provides concise written or verbal analysis of issues, alternative solutions, cost benefit analyses, and recommends solution.
8. Determines accuracy and completeness of department calculations; attests to their quality in Executive/Council Action Form.
9. Develops financial models for revenue, expense and fund balance trends, cost benefit analyses, and projections; develops county-wide internal service fund rates.
10. Assembles and manages financial projects and project teams including staff from departments; represents Finance Department and Executive office on strategic work teams that may have impact on county policies.
11. Attends public hearings and council committee meetings.

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STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, finance, or business administration, economics or a closely related field; AND, six (6) years of experience in budgetary, accounting, or financial analysis; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Master of Business Administration (MBA), Certified Public Accountant (CPA), Certified Management Accountant (CMA) preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Washington State Budgeting, Accounting and Reporting System
- the principles and practices of budgeting and financial management as applied to public jurisdictions
- governmental Generally Accepted Accounting Principles
- capital and operating budget procedures
- federal, state and local laws, rules and regulations governing public sector budget preparation and the administration with particular emphasis on the State of Washington B.A.R.S. Act
- oral and written communication skills
- personal computer skills in the areas of spreadsheets, word processing, data base and graphics

Ability to:

- interpret administrative directives and use initiative and sound judgment in applying same to work situation
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates, and with the general public
- gather, analyze, synthesize and evaluate a variety of data including statistical data

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KNOWLEDGE AND ABILITIES (Continued)

- assess the potential impact of social and economic trends on county programs
- assess and effectively present the relative advantages and disadvantages of alternative courses of action
- analyze and effectively present revenue and expenditure data and take effective action to resolve problems
- analyze and effectively present and evaluate the economic, political and social impact and consequences of administrative policies and actions
- effectively lead the work of subordinate employees
- communicate clearly and effectively, both orally and in writing
- provide strong customer service ethic and the ability to listen to other departments and respond to their needs
- be an effective team leader and member

SUPERVISION

Employees in this class report to an administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and input from customer departments.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. Some out-of-county travel may be required. The employee may be required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 1993 as Financial Consultant, Sr.

Former Spec No. 210039

Revised: May 1999

Retitled: February 2014 as Budget Analyst Sr

Retitled: May 2018 as Budget Analyst Sr I

EEO Category: 2 - Professionals

Pay Grade: 245 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous