

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **BUDGET ANALYST SENIOR II**

Spec No. 1179

### **BASIC FUNCTION**

To develop and manage the Finance Department division budgets and rate collection models as assigned; provide budgetary oversight and financial consulting services to client departments.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Develops and oversees a variety of rate models, for the annual budget process; provides oversight and makes recommendations that guide policy decisions for Finance Department divisions as assigned.
2. Works with actuarial consultants to develop rates and projections for implementation of financial models and scenario analysis (Risk Management, Debt/REET). Develops financial models for revenue, expense and fund balance trends, cost benefit analyses, and projections; develops county-wide internal service fund rates.
3. Develops advanced technical analysis worksheets and tools to provide decision makers with appropriately structured financial information. Advises budget team in the utilization of these tools.
4. Generates reports and complex worksheets utilizing multiple information databases; designs, tests and revises formats and analyzes data to ensure information meets user needs; tests and implements complex spreadsheet modeling tools including ad hoc analysis and summaries.
5. Prepares, presents and communicates data analysis results to targeted audiences. Provides technical, business and policy analysis for executive level management
6. 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.
7. Advises department and Executive Office staff on strategic financial and policy issues; assists in developing budget proposals that support county goals; recommends course of action as needed.
8. 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.
9. Provides business and financial consulting assistance to departments on budget, accounting, financing and risk management issues.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Negotiates with department and council staff to develop solutions to complex financial issues on behalf of the executive office.
11. 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.
12. 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.
13. Provides concise written or verbal analysis of issues, alternative solutions, cost benefit analysis, and recommends solution.
14. Determines accuracy and completeness of department calculations; attests to their quality in Executive/Council Action Form.
15. Attends public hearings and council committee meetings.

### STATEMENT OF OTHER JOB DUTIES

16. 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 increasing responsibility and 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.

Experience in forecasting and economic rate models.

High level experience with utilizing technology for analysis methods and processes.

### SPECIAL REQUIREMENTS

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

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### 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
- principles and best practices of long-range financial planning, budget development, budget execution, budget control, cash management, and debt/investment management
- 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 work independently using initiative and sound judgment and 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
- 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
- communicate clearly and effectively, both orally and in writing
- 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 independently and is reviewed through meetings, periodic status reports and input from customer departments.

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### 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: May 2018

EEO Category: 2 - Professionals

Pay Grade: 247 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous