

Title: Budget Analyst
Department: Finance
Division/Office: Accounting section



Grade 2123; FLSA Exempt position; Category: Classified; Job Code: BUDG; Est.:02/02/2022

General Description

The purpose of this position is to perform advanced level professional budget work in a variety of areas in the Department of Finance to ensure the timely completion of the annual budget.

This single professional class position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Preparation of the annual budget of all Kent County Funds including but not limited to preparing the budget document for adoption (a 10 month process), providing budget support to all departments and row offices, analyzing all revenues and expenditures, working closely with the County Administrator during budget reviews and recommendations, and participating in the budget workshops;
- Approves and maintains accounting of General Fund Capital Projects;
- Performs in lead roles for special projects that are finance-related and may include working with multiple County departments and includes research and knowledge across a broad spectrum involving the area of interest;
- Provides oversight of various funds to include budget adjustments, expenditure reviews and regulations, policies and grant guidelines in preparation of the annual budget;
- Assist with Software Implementation and Support;
- Reviews Request for Proposal and Request for Qualifications;
- Works with other departments;
- Performs related work as required.

Minimum Education and Experience Requirements:

Bachelor's degree in accounting, finance or related field supplemented by six years of accounting experience, two years of supervisory experience and proven skills to manage large financial projects.

Additional Requirements:

Considerable knowledge of generally accepted accounting principles with emphasis on governmental accounting; strong ability to convey and correspond ideas to the public and present to leadership; strong ability to comprehend written contracts; strong ability to create and work with complex spreadsheets; strong ability to comprehend complex oral and written instructions; ability to multi-task; extensive knowledge of personal computers and pertinent applications; ability to establish and maintain effective working relationships with supervisors, coworkers, subordinates and the public; regular and timely attendance; performance of duties in a safe manner.

Title: Budget Analyst
Department: Finance
Division/Office: Accounting section



Grade 2123; FLSA Exempt position; Category: Classified; Job Code: BUDG; Est.:02/02/2022

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Graduate degree or CPA preferred

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement