BUDGET ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent will be responsible for providing budget analysis, forecasting, and statistical modeling as well as analyzing and tracking monthly allocations versus budget; helping to prepare budget and ad hoc financial reports; providing advice and technical assistance with cost analysis, fiscal allocation, and fiscal analysis of pending legislation or policy initiatives going before the Albany Common Council and other local government entities. The Budget Analyst reports directly to the Budget Director.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Analyzes records of expenses and revenue;
- Analyzes and tracks monthly allocations versus budget;
- Provides advice and technical assistance with cost analysis, fiscal allocation, and fiscal analysis of pending legislation or policy initiatives;
- Assists the Budget Director in the preparation of yearly budget and ad hoc financial reports;
- Assists the Budget Director in the preparation of materials for public budget hearings, council meetings, and discussions with internal and external parties;
- Assists in the preparation and review of financial and state reports, annual Departmental budget and other documents as required by federal and state and local regulations;
- Enters and retrieves information in an automated information system;
- Performs related work and special projects as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of word processing, spreadsheets and database software applications;
- Good knowledge of computerized software accounting systems;
- Good knowledge of research methods and the fundamentals of statistics;
- Working knowledge of applicable federal, state and local laws and regulations;
- Ability to gather, analyze and summarize fiscal problems and recommend solutions;
- Ability to understand and carry out oral and written directions;
- Ability to communicate effectively, both orally and in writing;
- Ability to make clear and accurate analyses of facts, figures and processes;
- Ability to present data, reports and comments clearly and concisely;
- Discretion;
- Tact;
- Courtesy;
• Good judgment;
• Thoroughness;
• Dependability;
• Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master’s Degree (or higher) with experience in state or local government; **OR**

B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree and two (2) years of progressively responsible financial or policy experience; **OR**

C. Any equivalent combination of training and experience as described by the limits of (A) and (B) above.