

BUDGET EXAMINER I

DISTINGUISHING FEATURES OF THE CLASS: This is technical work which involves reviewing and analyzing budget requests, monitoring expenditures and conducting various budgetary analyses as required. The work is performed under the direct supervision of a Budget Examiner II. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews all budget requests presented by departments for completeness and statistical accuracy;
Analyzes expense and revenue accounts using budgetary guides and comparisons with prior years expenditures;
Maintains and controls input into the data processing system throughout the budget process;
Maintains budget and management records in order to verify changes and control accounts;
Charges appropriate departments for their share of various direct and allocated expenditures for services;
Conducts accounting and budget analyses as required for budget process, special committee requests, etc.;
May assist in a variety of budgetary control functions as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of principles, practices, methods and techniques of public finances and budgeting; working knowledge of statistical methods and of modern office practices; working knowledge of assigned departments' programs, operations, goals, objectives and general background; ability to read and interpret written instructions; ability to conduct organizational and operational evaluations and to make recommendations or suggest alternate solutions; ability to comprehend and prepare statistical and other data for presentation to others; ability to get along with others and to maintain effective working relationships.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Accounting, Economics, Finance, Mathematics or closely related field, or
2. A Bachelor's degree in any other field and one (1) year of experience which involved accounting, financial administration or budgetary review and preparation as a major function of the work in a public or municipal auditing, budgeting or financial administration office.

NOTE: Twenty-four (24) credit hours in the field will be deemed the equivalent of a major therein.