

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Sr. Budget Analyst	<u>CLASS NUMBER:</u> 60305	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N18	<u>POSITION CONTROL #:</u> 060433
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (060100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Benefits Fiscal Specialist (060434)		

CLASSIFICATION PURPOSE:

The primary purpose of the Sr. Budget Analyst classification is to develop department budgets and to maintain and track expenses related to department budgets through development reports distributed on a periodic basis.

JOB DUTIES:

Develop, coordinate and provide data collection and analysis of health benefit cost and utilization trends. Identify needs and prepare recommendations to health coalition executive staff to develop, modify, terminate, or automate data collection and analysis processes to meet the needs of the health coalition and customers. Monitor the human resources activities regarding accounts, payroll, budgets, and travel expenses. Design special accounting and information systems and procedures, as needed. Review and oversee the assignments of assigned staff.

Perform monthly cash reserve analysis and monthly journal entries moving revenue from the operating cash account to the reserve cash account. Correct accounts payable or payment errors that the Department has made. Provide direction and guidance with respect to budgetary and program policies and procedures.

Prepare and compile statistical documents and reports using computers, financial packages, Microsoft Excel, and other database software. Prepare billing information for members of the health coalition. Process pay-ins and accounts payable. Act as a key contributor in the preparation of both annual and ongoing budget proposals. Review reports and documents assigned to other staff. Define effective measurements, benchmarks, and results for each health benefits program.

Develop and administer a uniform budget policy and program to accommodate multiple funding sources and budgets from various appropriations and public entities. Prepare general ledger analyses for monthly balancing report. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; bookkeeping; inventory control; accounting; management; supervision; public relations; agency policies and procedures; government structure and process. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; deal with health care variables and determine specific action; gather, collate and classify information about data; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in finance, accounting, or related degree with five (5) years of finance, accounting, or related experience.

Additional requirements:

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date