



GLOUCESTER COUNTY
invites applications for the position of:

Senior Budget and Program Analyst

SALARY: See Description

OPENING DATE: 11/02/2020

CLOSING DATE: Open Until Filled

DESCRIPTION:

The Senior Budget & Program Analyst performs professional budget and program analysis work to assist the County in improving operational effectiveness and efficiency and to enhance the financial condition of the County. Work involves assisting with establishing and managing the County's budgetary plans, policies and practices to include County-wide strategic initiatives, programs and performance measurements. Employee must exercise independent judgment, initiative, critical thinking, and attention to detail in accordance with established policies and procedures. Reports to the Accounting and Budget Manager.

The hiring salary for the [Senior Budget & Program Analyst](#) is \$ 62,237+/- annually DOQ.

Examples of Duties

1. Assists departments with identification and evaluation of programs and performance measures; researches, analyzes, and evaluates the efficiency, effectiveness, and utility of department operations and individual programs; provides guidance and direction in developing strategic goals and objectives, including developing financial management strategies and performance indicators; compiles and analyzes accounting records and other data to determine the financial resources required to implement a program, performs cost-benefit analysis, reviews financial requests, and explores alternative financing methods.
2. Assists in the development of the operating budget; creates budget preparation instructions and provides training and assistance to include identification of programs, strategic goals and objectives, and performance measurement indicators; develops and updates program and related performance indicator inventories; and examines annual departmental budget requests and estimates for completeness, accuracy, and conformance with procedures and regulations.
3. Serves as coordinator for the automated budget system; administers budgeting software systems and online reporting tools; assists personnel with software issues and training; assists in the development, coordination, and publication of the countywide annual budget and of the various budget documents; develops and maintains budget website.
4. Develops or acquires and maintains multi-year forecasting models reflecting variables such as the effects of changing demographics, economic and fiscal policies, various program initiative and mandate funding trends and fluctuations, and the impact on short- and long-term plans and strategies; prepares and analyzes national, state, and regional economic trends and proposed legislation and their relationship to local revenues and expenditures.
5. Assists in the development of the County's Capital Improvement Plan (CIP); creates the CIP budget preparation instructions and provides training and assistance; coordinates with departments to develop capital project submissions within policy parameters; serves as staff lead/facilitator for the County Administrator's CIP Advisory Committee.
6. Assists in the preparation of state and federal requests for reimbursements, grant awards, and supporting records. Prepares various billings to outside agencies. Assists with the review and updating of grant related policies, guidelines, and procedures to ensure all grants are in compliance.



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7. Responds to inquiries related to assigned duties; may assist with presentations to the governing body, committees and/or organizations.
8. Prepares financial reports, schedules, resolutions, budget amendments, transfers, journal entries, revenue/expenditure status reports, ad hoc reports, etc. as requested.
9. Participates on interdepartmental teams, external task forces, and committees, as requested or assigned.
10. Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in business, public administration, economics, finance or a related field.
- Three to five years of work experience in budget analysis, cost-benefit analysis and/or economic and financial analysis; or an equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

To be considered for this position, a completed application with a minimum of 3 professional references must be listed on application. **(Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**

Click the link for a complete job description [Senior Budget & Program Analyst](#)

To apply on-line, visit our website at: www.gloucesterva.jobs

Gloucester County is an Equal Opportunity Employer

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.](#))