



# Senior Budget Analyst

## Job Description

Department: Auditor  
Position: Career Service  
Grade: 726  
Supervisory: No  
Reports to: Budget Manager

### Summary

Under general guidance and direction of the Budget Manager, performs complex and detailed professional level analytical work related to preparing, reviewing, analyzing, evaluating, and administering the County budget in a multi-fund and multi-account environment. Develops advanced financial models to forecast annual revenues and costs to assist with creating the County budget and evaluates fiscal impact of budget submittals and related issues on departmental and County-wide budgets.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop, implement, test, calibrate, and maintain financial models in specialized information systems applications to predict annual revenues and costs; ensure rates and fees are justifiable and reviewed on a regular basis; ensure optimal quality, validity, and reliability of models; adjust models, as needed.
2. Perform complex analyses utilizing appropriate data, including tax revenue, capital improvement programs, and annual budgets; ensure compliance with County budgetary policy and procedure; prepare appropriate documentation, including adjustment of budgets, as directed.
3. Assist with developing a multi-year financial forecast for the County; maintain the forecast with regular updates in response to known and anticipated changes; track and forecast tax distributions and allocations.
4. Prepare capital and operating budgets, forecasts, reports, and written policies and procedures.
5. Perform budgetary, economic, and related research; conduct studies, as needed; provide relevant recommendations to management using summary reports, spreadsheets, charts, financial statements, reports, or analyses in an easy-to-understand format.
6. Provide training related to County budgetary policies, procedures, and financial system; serve as a resource for new county employees and provide training on basic Budget Analyst's responsibilities and competencies at the request of the Budget Manager.

### For Office Use Only

Job Code: 2019  
Job Title: Senior Budget Analyst  
FLSA: Exempt  
Effective Date: 2/27/2025  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

7. Develop and maintain budget-related reports; prepare monthly financial reports to include budget-to-actual revenue and expenditure information; analyze significant variances and present information to the Budget Manager; recommend adjustments, as needed.
8. Provide specialized and complex information and assistance regarding specific budgetary transactions; collaborate with county department staff to resolve budgetary issues and guide budgetary decision making; monitor and track financial transactions including agenda items, reconciling financial discrepancies and preparing decision packages.
9. Assist in the preparation of the annual budget for county departments working with management to plan and identify business and capital needs; forecast expenditures and determine funding for projects and programs; conduct feasibility studies and act as a partner to assigned portfolio departments in public or private budget meetings.
10. Oversee and monitor special program accounts, including grant programs, special assessments, capital projects, and internal service funds at the departmental or county-wide level.
11. Assist in the development of capital budgets, operating budgets, short and long-term financial forecasts; assist management in projecting costs and revenues associated with long-term projects including development for project and program budgets.
12. Assist the Budget Manager on reporting requirements and budgetary deadlines pursuant to the State code; assist in maintaining and testing the Budget Team's operations manual that outlines all duties, tasks, processes, and systems.
13. Develop and monitor key performance indicators (KPIs) for County, Department, and Division operations; assist and collaborate with Department and Division leadership; create tracking and visualization tools; analyze and report progress to County, Department, and Division leaders.
14. Conduct annual reviews and recommend changes to the Equipment Replacement Fund (ERF) policy; process budget transfers and Purchase Orders (POs) for vendor purchases from the ERF fund expenditures; manage vendor invoice payments and prepare internal invoices to county departments for ERF items.
15. Work on special projects as assigned.
16. Perform duties of Budget Analysts, as needed.

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of Utah County budgetary and fiscal policies
- Considerable knowledge of internal services funds functionality and purpose
- Knowledge of federal, state, and local laws, rules, and regulations relevant to work performed
- Knowledge of key performance indicators and performance measures
- Knowledge of governmental long-term forecasting methods
- Knowledge of highly complex automated financial management systems in a large multi-fund environment
- Knowledge of advanced mathematical, financial, and statistical calculations
- Skilled in applying performance measures to governmental budgeting
- Skilled in applying financial knowledge to data analysis

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- Skilled in using Microsoft Office Suite
- Skilled in utilizing statistical software and applications
- Skilled in analyzing data from databases and other sources
- Skilled in conducting presentations
- Ability to administer a coordinated system of budgetary reporting
- Ability to maintain compliance with regulatory requirements
- Ability to complete work while balancing interests of multiple stakeholders
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work activities
- Ability to work effectively under stress
- Ability to maintain confidentiality at all times

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high-stress situations, including contact with co-workers and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles while conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk and is regularly required to stand, walk, talk, and hear. The employee works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color. The employee is occasionally required to lift, carry, push, pull, or otherwise move objects weighing up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

- 1. Bachelor’s degree in Accounting, Finance, Business Administration, Economics, or a closely related field.
- 2. Four (4) years of professional experience in an environment with highly automated, computerized, accounting work, including two (2) years of government budget analysis.
- 3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

- 1. Preference may be given to applicants with a master’s degree in a related field.
- 2. Preference may be given to individuals who possess a related professional certification.

**Additional Eligibility Qualifications**

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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