



**YUMA COUNTY**  
invites applications for the position of:

## **Senior Budget Analyst**

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**SALARY:** \$56,623.00 - \$70,714.00 Annually  
**OPENING DATE:** 05/16/18  
**CLOSING DATE:** Continuous

### **JOB SUMMARY:**

#### **NATURE OF WORK**

Under limited direction; performs administrative work of considerable difficulty relating to management, budgetary, or fiscal analysis; performs related work as required or assigned; this position has county wide responsibility.

#### **EXAMPLE OF WORK:**

*(Illustrative Only)* Analyzes budget requests and prepares the annual budget, performs general management or systems analysis studies of the structure, procedures, and operations of a department or assigned organizational unit; participates in the administration and development of the county budget; reviews and evaluates the annual budget requests; assists in the development, preparation and monitoring of the annual personnel budget Assists with the budget software application Assists with the review of all personnel actions, to include reallocations plans, market studies etc Trains staff, acts as lead when necessary; prepares financial schedules for the annual budget; meets regularly with County leaders to offer support and guidance; recommends and implements solutions; acts as a lead in the examination of records to determine accuracy of data and effectiveness of procedures and internal controls; document findings, special reports, and helps ensure proper distribution of reports; conducts research, collects data, and compiles findings; prepares and evaluates competitive proposals for the delivery of county services; oversees the development and tracking of s work performance measures; oversees the development, analysis and preparation of survey results Conducts long-range revenue and expenditure forecasts; develops forecast models for long term financial planning; assists with the long term financial model; researches economic indicators, analyzes factors and trends and makes recommendations regarding the County's ability to finance general operations and capital improvement projects; regular and reliable attendance is required; performs other duties as required.

#### **EXPERIENCE AND EDUCATION:**

Bachelor's degree in Public Administration, Business Administration, Finance, Industrial Engineering, and four (4) years' experience in governmental budgeting or management analysis, research, fiscal control, or governmental statistical/analytical work, improvement reports, and proficient with Excel spreadsheets, OR an equivalent combination of education and experience; **Preferred Qualifications:** Master's Degree in Public or Business Administration and two (2) years' experience in governmental budgeting or management analysis, auditing, research, fiscal control, or governmental statistical/analytical work.

**This position is advertised from the minimum to the mid-point hourly rate. Salary will be determined based on education and experience at the time of offer.**

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: Public sector organization and functions, preferably in a county; budget analysis and procedures; fiscal management techniques, policies and procedures; federal and state regulations relative to local government finance; governmental accounting practices and procedures; word processing and spreadsheet software; statistical surveying techniques and their application; research and report writing; systems and operations analysis; management practices such as re-engineering, benchmarking, and competitive service delivery.

Skill in: Analyzing and evaluating effectiveness of financial, management, and organizational programs and in developing solutions to address problems; preparing and maintaining financial reports; training others in management techniques; communicating clearly and concisely both verbally and in writing; establishing and maintaining effective working relationships with employees, elected officials, other agencies, and the public; following written and verbal instructions; developing performance measures.

Ability to: Read, to write and synthesize data and reports; use modern office equipment and computers; communicate effectively verbally and written; plan, prioritizes, manages and responds to multiple assignments in a fast-paced environment; effectively respond to phone calls, emails and complaints in a timely manner;

Work Environment: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity; generally the job requires 60% sitting, 20% walking and 20% standing; working at a computer monitor for extended periods required; the job is performed under minimal temperature variations and in a generally hazard free environment.

**EOE/AA/ADAAA/M/F/V/D DRUG FREE WORKPLACE**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://yumacountyaz.gov>

Position #210AJ  
SENIOR BUDGET ANALYST  
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198 S. Main St  
Yuma, AZ 85364  
928-373-1013

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