



PIERCE COUNTY
invites applications for the position of:

Budget Analyst Senior

SALARY: \$34.66 - \$44.29 Hourly

OPENING DATE: 11/09/17

CLOSING DATE: Continuous

DESCRIPTION:

- OPEN UNTIL FILLED -

First consideration will be given to applications received on/or before November 26, 2017

ABOUT THE DEPARTMENT

The Finance Department is responsible for financial management, risk management, and information technology. Specific duties include budgeting, accounting, health benefit management, worker safety programs and insurance, procurement, fleet and records management, and treasury services for the county and numerous independent districts. The successful applicant will work with other talented, professional staff who are committed to meeting the highest principles of public service. The Pierce County Finance Department team receives the Governmental Finance Officer's Association Award for Distinguished Budget Presentation and Comprehensive Annual Financial Report Award annually. To learn more about our department please visit <http://www.co.pierce.wa.us/index.aspx?nid=94>.

POSITION SUMMARY:

NATURE OF WORK

This is an advanced position involving substantive budgeting, accounting and reporting for County wide fiscal activity. Performs a variety of complex tasks in support of County and departmental operations and services. Duties emphasize research, analysis, and development of recommendations in areas such as budgeting and financial planning, organizational analysis, policy formulation and service delivery, and performance measurements.

ESSENTIAL FUNCTIONS

- Gather and analyze quantitative and qualitative information to support organizational planning and resolution of issues.
- Prepare complex reports and recommendations.
- Plan, oversee, and carry out projects, including direction and coordination of assigned staff.
- Devise and implement innovations and refinements in the budget process to meet agreed upon goals; create and apply a variety of computer applications to facilitate the budget process; establish budget timetable, write instructions, design forms.
- Provide technical direction and assistance to department and division managers in the preparation of budget submissions.
- Work with departments to gain an understanding of operations, practices and needs in order to evaluate budget proposals and resolve problems; review proposed budgets for consistency of policy and procedures.
- Analyze the financial and efficiency impacts of budget proposals and program plans; prepare revenue forecasts; prepare expenditure projections.
- Coordinate and compile portions of the County's annual budget.
- Recommend and implement changes in accounting, budgeting and auditing systems and procedures.
- Administer budget for special programs or projects and monitor funding requirements. Review fee structures for the Budget and Finance Department and other County Departments.
- Manage the development of the Central Services Cost Allocation Plan.
- Assist with the preparation of the County's Comprehensive Annual Financial Report.
- Participate in the review and close out process of grants.

- Create department Program Accountability Reports and subsequent Schedule 16, component of the Annual Audit Report.
- Review construction projects reconciliations and budgets to ensure fiscal and budgetary compliance.
- Implements management approved modifications.
- May lead, assign, train and review the work of others within the Budget unit.
- Recommend approval of leave requests and work schedules.
- Provide input on performance evaluations.
- Perform other job functions as assigned.

This is a "summary" of the duties, it is not all-inclusive, and other related activities or tasks may be assigned. A classification description with a more detailed list of essential functions for the Senior Budget Analyst Technology can be found [here](#).

QUALIFICATIONS:

RECRUITING REQUIREMENTS

Minimum Recruiting Requirements to Apply:

- Bachelor's or advanced degree in a financial or administrative discipline.
- Five or more years of progressive responsible work experience in administrative analysis, budgeting, accounting, preferably in public sector experience at the local government level.
- Additional education and/or experience may substitute for the recruiting requirements.

Special Requirements and/or Qualifications

- Ability to successfully complete all required background investigations prior to employment.
- A valid Washington state driver's license and the ability to provide proof of insurability may be required when travel is required of the position.

SUPPLEMENTAL INFORMATION:

APPLICATION AND SELECTION PROCESS

To be considered for this opportunity please:

- Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format you may call Human Resources at (253) 7987480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.piercecountywa.org/jobs>

Position #17-00366
 BUDGET ANALYST SENIOR
 DB

Pierce County Human Resources
 950 Fawcett Avenue, Suite 200
 Tacoma, WA 98402
 (253) 798-7480
 For Sheriff's Department positions: 253-798-6250

pchumanresources@co.pierce.wa.us

Budget Analyst Senior Supplemental Questionnaire

- * 1. Do you have a Bachelor's or advanced degree in a financial or administrative discipline?
 - Yes
 - No
- * 2. Please describe your level of education.
 - Less than High School or GED
 - High School or GED
 - AA Degree
 - AA Degree in Financial or Administrative Discipline
 - BA Degree
 - BA or MA Degree in a Financial or Administrative Discipline
- * 3. Describe your experience and/or training as it relates to the position.
- * 4. How many years of experience do you have performing administrative analysis, budgeting, or accounting work at the local government level?
 - No experience to less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years to less than 5 years
 - 5 years to less than 6 years
 - 6 years to less than 7 years
 - 7 years to less than 8 years
 - 8 years to less than 9 years
 - 9 years or more
- * 5. Describe your experience collecting data, performing analysis, and communicating results. Give examples of the procedures, operations, or programs you have analyzed and the outcomes.
- * 6. Describe your experience as it relates to assigning and reviewing the work of others.
- * 7. Describe your experience coordinating and monitoring multiple projects. Provide an example of a project that you were responsible for the overall timeliness, however, your data came from other departments. What technique did you use to ensure time lines were met?
- * 8. List specific personal computer software applications that you have used and your level of proficiency with each. Which software tools are you most likely to use in performing an analysis?
- * Required Question