

Health District

OF NORTHERN LARIMER COUNTY

Position Description

Position Title Budget Analyst

Career Level/Grade P4

Position Overview

The Health District Budget Analyst position is recognized internally as a subject matter expert, who completes work that requires in depth analysis to understand and resolve, and frequently advises on complex budget matters. This position will be responsible for a variety of activities within the Finance department, including budget analysis and review, identification of budget variances, and the ability to work well with both Directors and Managers to understand the complexities of governmental budgeting. This position will also be versatile and able to perform the duties of the major accounting functions within the Finance Department including accounts receivable, grants, and general ledger. The Budget Analyst may assist with special projects, support other positions within the Finance Department, and assist other teams within the organization.

Supervision and Fiscal Responsibilities

No direct reports.

May provide guidance and coach others.

Examples of Duties

- Research, analyze, develop, and review recommendations for government budgeting, operational and grant budget analysis, ability to develop and respond to the needs of Directors and Managers within the organization.
- Assist with analyzing financial information and preparing monthly reports and financial statements.
- Assist with the preparation of budget documents, revenue, and expenditure projections, and facilitate budget meetings as needed.
- Manage moderately complex projects, programs, or processes and coordinate resources across departments to achieve desired outcomes.
- Identify, review, analyze, and recommend budget adjustments as necessary.
- Work closely with the Finance Director and Assistant Finance Director to identify variances.
- Provide research information, resolution recommendations, and follow-up regarding fiscal control and budgetary issues.
- Provide assistance, review, analysis, and recommendations pertaining to department revenue generation and Medicaid/insurance billing.
- Recommend solutions to management which may influence future course of action, aligning with cultural values.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

Qualifications

- Bachelor's Degree in accounting, finance, business administration, or relevant field with 7 - 9 years of experience
- Equivalent combination of education and experience level.

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Knowledge, Skills, & Abilities

- Knowledge of accounting theory, principles, and practices; management information systems; budgeting; computerized financial applications; payroll, accounts payable, and accounts receivable functions; financial reporting requirements.
- Knowledge of Finance Department operations.
- Strong critical thinking, problem-solving and excellent organizational skills.
- Strong attention to detail with a high level of accuracy.
- Skills in spreadsheet design, presentations, and cash flow projections.
- Advanced skills in Microsoft Dynamics GP accounting software, Dentrix Enterprise Dental Practice Management Software, timekeeping software, professional business software applications Microsoft Office Suite and other business/office equipment.
- Good verbal and written communication skills.
- Ability to research, interpret, and apply Government Accounting Standards Board (GASB) reporting requirements.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.
- Ability to maintain confidentiality.
- Ability to balance multiple demands, work both cooperatively within a team and independently.
- Ability to develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Work Environment

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

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

Infection Prevention

During flu season, flu shots are strongly recommended for this position.

Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or

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national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications. Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.