



## Budget Analyst II

<b>Functional Category</b>	Finance/Accounting
<b>Grade</b>	GS.10
<b>FLSA Status</b>	Exempt
<b>Requisition Number</b>	17-0175
<b>Number of Vacancies</b>	1
<b>Job Level</b>	Non-Management
<b>Organization Name</b>	Budget Group
<b>Reports to</b>	Section Manager, Budget
<b>Full or Part Time</b>	Full Time
<b>Regular or Temporary</b>	Regular
<b>Work Schedule</b>	Mon-Fri: 8 am – 5 pm
<b>Position Location</b>	Laurel

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<b>General Summary</b>	Participates in annual development and administration of the Commission's Budget and Capital Improvements Program (CIP) and related programs with emphasis on fiscal analysis; and performs operating budget and program analysis.
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<b>Essential Functions</b>	<ul style="list-style-type: none"><li>• Analyzes assigned Budget and CIP submissions, program workload estimates, and unit costs; collects additional budget and workload data as required;</li><li>• Prepares and analyzes tables of actual and projected expenditures and workload data and maintains all appropriate records and reports;</li><li>• Performs high level calculations and modeling and conducts or assists in a wide variety of financial studies;</li><li>• Coordinates closely with personnel involved in the CIP and Information Only projects;</li><li>• Reads and analyzes Budget and CIP submissions; gathers data; confers with organization staff;</li><li>• Prepares tables, charts, graphs and writes assigned sections of the Budget and CIP documents; and</li><li>• Monitors expenses against approved budget allocations and notifies supervisor and management of current or projected significant variances.</li></ul>
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<b>Work Environment And Physical Demands</b>	Work is performed in a standard office environment.
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**Required Knowledge,  
Skills, And Abilities**

- Considerable knowledge of public administration with emphasis on budgeting, and considerable knowledge of cost accounting, supplemented by knowledge of the Commission's overall objectives and operations;
- Ability to conduct pertinent research and make thorough analysis to contribute to sound management decisions;
- Ability to prepare clear and comprehensive reports;
- Ability to establish effective working relations with WSSC personnel, county officials, and the general public;
- Considerable knowledge of the products within Microsoft Office and the ability to use various computer software to expedite these duties;
- Ability to prepare concise and comprehensive reports for presentation both verbally and in writing;
- Ability to work tactfully, courteously, and effectively with WSSC personnel, county officials, and the general public;
- Demonstrated computer skills (spreadsheet development and modeling) and use of database and graphics software, and the ability to integrate office software into a comprehensive document.

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**Minimum Education,  
Experience  
Requirements**

Bachelor's degree in finance, accounting, economics, business administration, public administration, or related field and three years of experience in the field of budget, financial analysis, accounting, or related field.

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**Salary**

\$55,898 to \$85,330

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