



# BUDGET ANALYST 1 JOB DESCRIPTION

Job Title: <b>Budget Analyst 1</b>	
Dept./Division: <b>Budget &amp; Risk/Budget &amp; Indigent Defense</b>	Job Class Code: <b>1762</b>
Pay Grade: <b>121</b>	PCN: <b>1762001</b>
FLSA: <b>Non-Exempt</b>	Effective Date: <b>February 2026</b>
Representation Status: <b>Non-Represented</b>	Revision Date: <b>February 2026</b>
Reports To: <b>Budget and Risk Director</b>	

## NATURE OF WORK

Under general supervision, performs a wide range of accounting, technical review, and budget support duties for County departments, and responds to requests for information within the scope of authority, operates and maintains the indigent defense attorney contracts and billings; provides customer service to the public; and performs other related duties as assigned.

## ESSENTIAL FUNCTIONS:

*The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.*

- Performs financial and statistical analysis in the maintenance and management of accounting, budget and transaction records for general ledger, grant programs, fixed assets, and special projects.
- Assists with budget development, preparation and reconciliation; monitors expenditures, analyzes trends, and maintains technical documentation.
- Coordinates budget amendments; prepares hearing notices, agenda item summaries, and resolutions to the BOCC.
- Reconciles technical transactions and financial activities according to policies; records changes, reconciles and resolves differences; reviews and investigates financial and accounting records; assures fund integrity, and resolves issues as required.
- Monitors and reviews accounting documents for accuracy, completeness, and compliance with Federal and state regulations, and county policies and control practices.
- Researches and resolves accounting issues; provides customer service to County departments and coordinates technical and financial information with customers and external agencies.
- Interprets and explains County policies, procedures, rules and regulations; provides technical assistance and training to department management and accounting staff as required.
- Updates and maintains accounting computer systems, and other records systems as needed; reviews, investigates, and corrects errors in documents and reports.
- Identifies and researches accounting issues and recommends solutions.
- Copies, files, retrieves, and disseminates indigent defense contracts.

- Works collaboratively with District and Superior Court regarding the indigent defense attorney calendars and notifies attorneys regarding court appointments.
- Screens defendants and assigns attorneys during the Friday arraignment calendar for District Court.
- Monitors billings for indigent defense contracts; prepares related vouchers.
- Assists with Risk Management and Public Records and performs other duties as assigned.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

**QUALIFICATIONS:**

**REQUIRED:** Associate's Degree in Accounting, Business Administration, or a closely related field; AND three (3) year's governmental accounting experience in the areas of budgeting, payroll, accounts payable, and/or accounts receivables.

Experience substitutes for education on a year-for-year basis, with the Employer retaining discretion regarding what type of experience may or may not be considered as equivalent. A position requiring a minimum of an Associate's degree would require a minimum of an additional two (2) years' related experience.

**COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):**

**Knowledge of:**

- Generally Accepted Accounting Principles.
- State Budgeting Accounting & Reporting System (BARS)
- Principles and practices of municipal finance and records management.
- Business and personal computers, and spreadsheet software applications.

**Skills in:**

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures.
- Analyzing and interpreting financial documents and calculations and preparing financial reports.
- Performing accurate data entry and mathematical calculations.
- Maintaining accurate and interrelated accounting records and identifying and reconciling errors.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.

**Ability to:**

- Learn and follow County policies and procedures.

**Behaviors:**

- Regular, reliable attendance.

As the incumbent in this position, I have received a copy of this position description.

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Employee's Name

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Employee's Signature

Date