

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **BUDGET AND BENEFITS ANALYST SENIOR**

Spec No. 1169

### BASIC FUNCTION

To provide budgetary oversight and financial consulting services to county departments.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides oversight and monitors the Employee Benefits fund; formulates plans and projections that guide the County's benefit policy decisions.
2. Advises, analyzes and develops reports for senior management on rate setting parameters and policy issues.
3. Leads, counsels and acts as additional resource to Budget team staff. Serves as Budget Manager in their absence, which includes supervising, directing and reviewing all Budget team staff.
4. Represents the financial interests of the County at public hearings and Council committee meetings. Serves as Budget Manager Designee in meetings with Council.
5. Represents Finance Department and Executive office on strategic work teams with impact on county policies; assembles and manages finance projects and project teams, including staff from other departments.
6. Works with consultants and Human Resources representatives to ensure benefit packages are effective and efficient. May represent the County's management interests in benefit packages and rate development at collective bargaining mediations and arbitrations.
7. Supports and oversees the development of Request for Proposal (RFP) packages to secure county's benefit packages and provides advice to senior management on selection of agencies. Initiates and manages the process of selection of consultants and service providers of all services within the fund.
8. Provides and consults with departments on budgetary and strategic financial issues, while recommending course of action for long term fiscal solvency to integrate with department's annual budget plan.
9. Negotiates with department and council staff to develop solutions to complex financial issues on behalf of the Executive Office.
10. Reviews and makes recommendations on all budget transfers and revisions, supplemental and emergency appropriations requests. Has signature and approval authority for County budgetary actions in the absence of Budget Manager.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Works closely with departments, Executive Office and Council staff on policy issue resolutions; identifies problems and issues where policy, legal or financial consequences require additional executive and/or council input.
12. Develops financial models for revenue, expense and fund balance trends, cost benefit analyses, and projections; develops county-wide internal service fund rates. Works with consultants to develop rates and projections for implementation of financial models and scenario analysis.

### STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, finance, business administration, or a closely related field; AND, six (6) years of experience in budgetary, accounting, or financial analysis; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### PREFERRED QUALIFICATIONS

Certified Public Accountant (CPA), Master of Business Administration (MBA) and/or Certified Management Accountant (CMA) preferred.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- county initiatives
- benefits plan design concepts and cost structure
- exceptional oral and written communication skills
- strong personal computer skills in Microsoft Office Suite
- budgetary aspects
- Washington State Budgeting, Accounting and Reporting System
- principles and practices of budgeting and financial management
- governmental Generally Accepted Accounting Principles
- capital and operating budget procedures

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### KNOWLEDGE AND ABILITIES (Continued)

- federal, state and local laws, rules and regulations governing public sector budget preparation and the administration
- principles and best practices of long-range financial planning, budget development, budget execution, budget control, cash management, and debt/investment management

### Ability to:

- interpret administrative directives
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates, and with the public
- understand budget elements and the economic climates that affect budgets
- gather, analyze, synthesize and evaluate a variety of data including statistical data
- assess the potential impact of social and economic trends on county programs
- assess and present the relative advantages and disadvantages of alternative courses of action
- analyze and present revenue and expenditure data and take effective action to resolve problems
- analyze and evaluate the economic, political and social impact and consequences of administrative policies and actions
- effectively lead the work of subordinate employees and lead teams
- communicate clearly and effectively, both orally and in writing
- communicate with departments and respond to their needs
- be an effective team leader and member

### SUPERVISION

Employee reports to an administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and input from customer departments.

### WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. Some out-of-county travel may be required. The employee may be required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: January 2017  
EEO Category: 2 – Professionals  
Pay Grade: 248 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous