



Circuit Court for Prince George's County Senior Budget Analyst (G-27)

SALARY	\$45.67 - \$52.88 Hourly \$95,000.00 - \$110,000.00 Annually	LOCATION	Upper Marlboro, MD
JOB TYPE	Full-Time	JOB NUMBER	19-00126
DEPARTMENT	Budget Department	OPENING DATE	05/19/2023
CLOSING DATE	Continuous		

Nature and Variety of Work

Under the supervision of the Director of Finance and the Court Administrator, the incumbent will assist in various aspects of budget management and will play a crucial role in the execution of the budget as well as overseeing the capital improvement program.

The functions of this position include analyzing budgetary issues and making recommendations for improvement, evaluating budget submissions, identifying savings opportunities, and suggesting strategies to optimize resource allocation. Additionally, the incumbent assists in monitoring expenditures, tracking budget performance, identifying budgetary issues or discrepancies, and developing strategies to address them.

Work is performed independently; however, the incumbent will collaborate closely with the Director of Finance and the Court Administrator.

It is important to note that employees will work longer hours during Budget preparation.

Examples of Work

Duties include but are not limited to the following:

- Assists and participates in performing budgetary, planning, programming, and management analyses projects; provides budgetary support to the Director of Finance by attending work group sessions and/or budgetary meetings/hearings, as assigned
- Analyzes and assesses financial resources required to implement programs, projects, and procure items and/or products and recommends reallocating funding sources or expenditure reduction, as applicable.
- Develops and maintains budget-related reports; prepares monthly financial reports to include budget-to-actual revenue and expenditure information; analyzes significant variances and presents information to the Director of Finance and Court Administrator.
- Reviews monthly, quarterly, and annual status reports for accuracy; investigate any discrepancies; and review expenditure levels with respect to budgetary line item limits.
- Develops, revises, and provides budget preparation instruction and guidance to assigned departments and agencies; provides technical assistance during budget preparation.

- Monitors and reconciles quarterly through the year-end of reports for the County operating budget and State, i.e., Family Grant, Child Support Grant, Re-Entry, Adult, and Juvenile Drug Court Grants, and Victim of Crime Act (VOCA) Grant and other grants associated with the Circuit Court.
- Oversees and monitors the Circuit Court approved capital improvement program budget by identifying issues and problems requiring attention, obtaining and analyzing information through field audits and statistical analyses, preparing reports of findings and recommendations, providing guidance and assistance, and following through on an approved course of action.
- Reviews and makes recommendations on travel requests, procurement requisitions, and contracts.
- Prepares travel itineraries and distributes travel arrangements and schedules to all appropriate staff.; processes reimbursements for travel expenses; handles travel issues, conflicts, complaints, cancelations, and refunds.
- Maintains accurate records of bookings, payments, transactions, phone calls, and meetings.
- Meets with employees to determine travel needs, budgets, and preferences.
- Performs other duties as assigned.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Accounting, Business/Public Management, Finance, Economics, Quantitative Analyses, or closely related field; plus three (3) years of progressively responsible administrative and budgeting experience; including at least one (1) year in the lead/supervisory role or an equivalent combination of education and experience.

- Extensive knowledge of the principles, practices, methods, and techniques of budgeting and program evaluation.
- Considerable knowledge of the laws, rules, and regulations governing the preparation, review, and implementation of operating and capital budget requests.
- Considerable knowledge of the budget cycle and requirements for preparing the County's annual budget document.
- Facilitates the problem-solving process at the organizational level; develops collection and analysis methods for statistical or other data; designs.
- Knowledge of advanced principles of accounting, budgeting, and fiscal management with a strategic focus on court business operations; state and federal laws; research and analysis techniques; evaluation and control methods.
- Ability to plan work efficiently; establish and maintain effective working relationships with governmental and court officials at all levels; communicate effectively, both orally and in writing; interact professionally with the public and customers; develop and apply policy; evaluate issues and provide recommendations, monitor/delegate responsibility; make decisions and draw conclusions.

Additional Information

Agency

Circuit Court for Prince George's County

Address

14735 Main Street
 Room M2407
 Upper Marlboro, Maryland, 20772

Phone

Website

Senior Budget Analyst (G-27) Supplemental Questionnaire

*QUESTION 1

Which of the following best describes your level of completed education?

- Master's Degree
- Bachelor's Degree
- Associate's Degree
- Some College
- High School Diploma or G.E.D.

QUESTION 2

If you selected "some college," please provide the exact number of credit hours earned. If you did not select "some college," please enter N/A.

*QUESTION 3

Please indicate your field of study.

- Business Administration
- Public Administration
- Accounting
- Finance
- Other

*QUESTION 4

If you selected "other," please specify. If you did not select "other," please enter N/A.

*QUESTION 5

Do you possess experience using any of the following programs? (Check all that apply)

- SAP or Similar Accounting System
- Microsoft Excel
- Microsoft Access
- None of the above

*QUESTION 6

Please provide a narrative of your level of experience preparing budgets for organizations. Failure to respond will result in your application being rejected from the hiring process. This experience must also be described in the "WORK HISTORY/EXPERIENCE" section of this application. DO NOT TYPE "SEE RESUME." If no experience, enter "N/A."

*QUESTION 7

Please select the areas below in which you have extensive experience. To be creditable, the selected experience must meet the following threshold, "I am considered an expert. I am able to train or assist others, and my work is typically not

reviewed by a supervisor. I have received verbal and/or written recognition from others in carrying out this activity."

(Check all that apply)

- Analyze Financial Statements
- Budget Management
- Cashflow Forecasting
- Proficient in Excel; Table/Chart Creation
- None of the above

* Required Question