

**Polk County Sheriff's Office Job Description**  
**2510 Budget Analyst**

May 18, 1994, Revised August 17, 2009

**Position Concept:**

The Budget Analyst performs complex budgetary planning and administrative work involving the research and gathering of financial data. The member performs operations duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Budget Analyst may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Monitor expenditures of department/ agency
- Assist in budget for special projects
- Convert monthly balances to estimated accrual basis
- Prepare monthly operating to target analysis
- Prepare operating/capital annual budgets
- Spread adopted operating/capital budgets to system object codes/balance
- Assist departments with relocation of budget funds
- Prepare budget amendment entries
- Compile monthly fiscal performance stats
- Track/explain budget changes requiring Board approval
- Assist in budget publications

**Education, Professional Certification or License:**

- Four (4) years of college with course work in Accounting, Finance, Business Administration or a closely related field preferred
- Valid Florida driver's license

**Professional Experience:**

- Minimum three (3) years experience in computerized accounting systems preferably with a governmental agency
- One (1) to three (3) years experience in budgeting, budgetary analysis, governmental accounting or public accounting is desirable
- Experience may be substituted for the education

**Status:**                                     Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                                     Minimal Risk                                     Foreseeable Risk

**Environmental Conditions:**

- Works in an office environment with higher levels of stress

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**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO budget
- PCSO policy and procedures
- Unit's output activities
- Applicable federal and state laws
- PCSO financial software

- Program/Performance Measurement concepts
- Chart of accounts

**Ability to:**

- Interpret financial reports
- Read and write English

- Operate office equipment

**Skills:**

- Accounting
- Budgeting
- Analytical/variance analysis
- Trend projection
- Research

- Communication
- Interpersonal
- Computer
- Basic mathematical
- Microsoft Excel intermediate level

**Physical Requirements:**

- Sit for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- No dyslexia