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Budget Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP203	**Financial Services**	**Budget Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**October 15, 2026**

The Budget Analyst audits, monitors, and prepares reports for capital and operating budgets. This role provides financial analysis, reviews administrative resolutions and ordinances related to agenda items presented to the Board of County Commissioners, and prepares a wide range of reports related to budgeting, accounts payable, and payroll planning and expenditures.

Job Description

DUTIES AND RESPONSIBILITIES

- Audits, monitors, and prepares reports for capital and operating budgets; reviews departmental budget proposals for completeness, accuracy, and alignment with regulations and objectives; recommends funding solutions and process improvements.
- Coordinates the annual budget process with assigned departments; leads meetings to review budget requests; recommends funding adjustments to meet balanced budget requirements; prepares detailed reports on payroll, operations, capital totals, and recurring/non-recurring funds.
- Provides technical assistance to departments during quarterly budget reviews; analyzes submitted financial data; identifies trends and recommends solutions to correct deficits or reallocate excess funds.
- Responds to budget-related inquiries; advises departments on conformance to procedures and impacts of reorganizations, position transfers, and reclassifications; recommends and implements funding adjustments.
- Reviews administrative resolutions and ordinances submitted to the Board of County Commissioners for completeness and accuracy; analyzes and recommends revisions before submission.

- Delivers current and accurate expenditure and revenue data to supervisors, directors, and deputy county managers using financial systems, databases, spreadsheets, and custom reports.
- Collaborates with budget staff to develop the Biennial Budget Book, Budget in Brief, and external quarterly budget reports for public, state agency, and internal County use; writes financial and narrative content.
- Reviews contracts and grant agreements to confirm funding availability, including matching funds, before execution.
- Assists in preparing salary and benefits budgets.
- Supports revenue forecasting by analyzing tax revenue, license and permit fees, investment income, and service charges; works with departments to validate assumptions and provide recommendations based on trends and changes.
- Analyzes the financial impact of new or amended state and federal legislation.
- Conducts training for County staff on budget procedures and systems.
- Reviews past budgets and researches financial trends and economic developments affecting revenue and expenses.
- Prepares and submits mandated reports and documentation to external agencies as required.
- Conducts research and manages special projects as assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Accounting, Finance, Economics, Business Administration, or a related field.
- Two (2) years of increasingly responsible professional budget program experience.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.

- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work is performed indoors in a temperature-controlled environment.
- Work surfaces are typically flat, dry, and may be carpeted or tiled.
- Frequently works independently, with or without direct supervision.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handles various materials such as files, forms, reports, and general office supplies.
- Occasional use of a county vehicle for work-related travel.