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# Budget Analyst Senior

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCP325** | **Financial Services** | **Budget Analyst Senior** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$61,339.00 - $96,866.00** | **September 21, 2026** |

The Senior Budget Analyst performs complex professional duties related to budgeting and financial planning. Serves as a Project Manager for ongoing budget and business improvement initiatives. Carries out advanced budget functions, including those related to bond sale budgeting.

Collaborates with external financial consultants on bond-related matters and develops strategic recommendations for budget planning. This position exercises a significant level of independent judgment in the performance of duties and makes decisions that directly impact the organization's financial direction.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Performs complex professional duties related to the County's budget; develops comprehensive reports, impact analysis, and projections for management and funding agencies, including detailed County-wide expenditure reports for budget planning; formulates and presents funding solutions and process improvement recommendations to management.
- Serves as Project Manager on an ongoing basis for budget and business improvement initiatives, including revenue enhancements, process mapping/documentation, and the development of comprehensive and accurate fiscal data reporting tools.
- Assigned projects may involve cross-departmental collaboration (e.g., Information Technology, ERP, Treasury, Accounting).

- Manages all aspects of project execution, including project justification and innovation potential, establishing priorities and implementation strategies, coordinating work of project team members, ensuring compliance with scope, schedule, and budget, Provides funding and process improvement recommendations to leadership
- Plans, directs, and supervises the work of professional, technical, or clerical staff; participates in the selection process, performance evaluations, and employee development; conducts or contributes to training efforts; documents and addresses performance issues in collaboration with Human Resources; recommends corrective or disciplinary actions as needed.
- Prepares economic forecasts for revenues and tax rates, including bond issues, investment strategies, and grant funding; recommends budget strategies accordingly.
- Performs advanced budget functions, including those related to bond sale budgeting; collaborates with external financial consultants; formulates and recommends strategic funding and budgetary approaches.
- Collaborates with departments and the Capital Improvement Office to ensure accurate capital reporting in the budget; recommend and implement process improvements to strengthen data integrity and long-term sustainability, including identifying and incorporating operational impacts.
- Analyzes the financial implications of payroll and benefits changes, including union negotiations, reclassifications, fringe benefits, and vacant positions; coordinate with Human Resources to reconcile position counts; recommend actions to maintain budget and position control within approved levels.
- Prepares the annual budget report submitted to the Department of Finance and Administration (DFA); coordinates with Information Technology and Accounting to establish crosswalks for DFA reporting and troubleshoot issues; proposes and implements process improvements to maintain compliance with DFA Local Government Bureau Management System (LGBMS) standards.
- Works with management to establish and implement short- and long-term goals, objectives, policies, and procedures for budgeting and fiscal planning.
- Develops and implement methods for compiling fiscal data from the financial management system to generate diverse financial reports and documentation, such as department revenue summaries.
- Assesses and resolves budget-related issues; recommends and implements appropriate adjustments to achieve County financial objectives.
- Collaborates with budget staff to produce the Biennial Budget Book, Budget in Brief, and Quarterly Budget Reports for public, state agency, and internal County use; prepares narrative and financial content for these documents.
- Reviews and analyzes the impact of new or modified federal and state legislation; advises on fiscal and budgetary implications.
- Prepares and submits mandated reports and documents to regulatory or oversight agencies as required.
- ***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.
- Five (5) 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

### PREFERENCES

- One (1) year of lead supervisory experience is preferred.

## 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 typically performed in an indoor office environment but occasionally requires travel to other locations.
- Work environments may include noise, dust, and/or unpleasant odors, and may occasionally require work in confined spaces.
- Occasional work evenings and/or holidays.

## 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.