



Budget Analyst

Job Code: BA - 116
Revision Date: Dec 21, 2018

Salary Range:
\$20.31 - \$33.23 Hourly
\$1,624.80 - \$2,658.40 Biweekly
\$42,255.00 - \$69,124.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to provide highly skilled administrative support for the daily operation of the Finance Department. The incumbent works closely with other department staff by assisting and developing budget models for revenues and expenditures. The incumbent must demonstrate mature judgment and the ability to handle confidential, sensitive and highly volatile problems are essential.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Compares actual to budgeted results at the end of each reporting period, and report on significant variances and prepares routine reports.
- Establishes and maintains working relationship with division chiefs and leadership; Interacts with chiefs, directors, and others using considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, work flow, or how to facilitate service.
- Analyzes and interprets financial data, identifies problem areas, and recommends actions to solve problems.
- Prepares, analyzes, and maintains staffing reports, and other comparative reporting.
- Participates in the preparation of center's budget, compiles budget information from cost centers, makes current year recommendations, creates, modifies, and updates new calculation scenarios, gathers and reviews performance measurement data, makes future year recommendations, resolves budget issues,

reviews amended budgetary and/or staffing requesting and ensures the correct budget is reflected and that all supporting documentation is included.

- Assists departments and provides work guidance regarding programmatic or financial reporting, or requests for funds inquiries, or other documentation required to be submitted, includes but is not limited to, solving issues through analysis, reviewing requests, ensures policies are explained and followed.
- Monitors issues and potential regulations center wide.
- Compiles and analyzes data, produces information, and interprets results.
- Develops reports, special documents, publications, and presentations as needed.
- Analyzes, designs and assists with the development of organizational and individual programs and processes that result in an effective and efficient workforce, increased revenues, reduction in expenditures, and/or improved operations.
- Performs budget administration, prepares budget amendments, reviews and updates budget summaries and synopsis, and prints and reviews the final copy.
- Provides departments with support in budget maintenance and analysis. Identify necessary budget changes and adjustments to meet current operating situation. Assist with implementing any corrective action to ensure compliance with approved allocations and to insure against over expenditures.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Business Administration, Accounting, Finance or related major supplemented by two (2) years of professional budgeting experience; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.