

Budget Analyst
County of Sullivan | Sullivan County, NY

Overview:
The County of Sullivan is seeking a Budget Analyst within the Office of Management and Budget. This position involves researching, reviewing, analyzing, and preparing the County Budget, as well as studying the methods and procedures of County departments. Responsibilities include collaborating with various County departments and making recommendations regarding budgeting, financial planning, and office administration. The role combines budget examination with the evaluation of organizational methods and procedures and works under the general supervision of the Commissioner of Management and Budget.

Major Skills Required to Perform the Job:
- Strong budget analysis and financial planning skills
- Knowledge of accounting principles and budget preparation
- Ability to forecast and analyze financial reports
- Strong research, analytical, and problem-solving skills
- Ability to evaluate departmental operations and procedures
- Strong written and verbal communication skills
- Ability to collaborate with County departments and provide financial recommendations
- Knowledge of office administration and organizational procedures

Requirements:
Candidates must meet one of the following qualifications:
- **Option A:** A Master's Degree or higher from a regionally accredited or New York State registered college or university in Public Administration, Business Administration, Accounting, or Finance, and two (2) years of experience performing accounting activities, including budget preparation, and/or forecasting and analysis of financial reports.
- **Option B:** A Bachelor's Degree or higher from a regionally accredited or New York State registered college or university in Public Administration, Business Administration, Accounting, or Finance, and four (4) years of experience performing the accounting, budget preparation, forecasting, and financial report analysis activities described above.

Salary and Benefits:
Annual salary ranges from **$73,278 to $88,642**.
Benefits include:
- 401(k)/retirement plan
- Health insurance

- Dental insurance
- Paid vacation
- Paid sick leave

To Apply:

https://sullivan-portal.mycivilservice.com/