

Senior Budget Analyst
County of Sullivan | Sullivan County, NY

Overview:

The County of Sullivan is seeking a Senior Budget Analyst within the Division of Management and Budget. This position serves as the lead budget analyst, responsible for researching, reviewing, analyzing, and preparing the County Budget, as well as evaluating the methods and procedures of County departments. The role involves overseeing fiscal personnel, supervising and training staff, collaborating with various County departments, and making recommendations regarding budgeting and office administration. The position works under the general supervision of the Deputy Commissioner of Management and Budget.

Major Skills Required to Perform the Job:

- Strong budget analysis, financial planning, and forecasting skills
- Knowledge of accounting principles and budget preparation
- Ability to analyze financial reports and identify trends
- Strong research, analytical, and problem-solving skills
- Ability to supervise, train, and oversee fiscal personnel
- Strong written and verbal communication skills
- Ability to collaborate with County departments and make financial recommendations
- Knowledge of office administration and departmental operating 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 Business Administration, Public Administration, Accounting, or Finance, and four (4) years of experience performing accounting activities, including budget preparation, and/or forecasting and analysis of financial reports.
- **Option B:** A Bachelor's Degree from a regionally accredited or New York State registered college or university in Business Administration, Public Administration, Accounting, or Finance, and six (6) years of experience performing the accounting, budget preparation, forecasting, and financial report analysis activities described above.

Salary and Benefits:

Annual salary ranges from **$82,733 to $98,688**.

Benefits include:

- 401(k)/retirement plan
- Health insurance
- Dental insurance
- Paid vacation
- Paid sick leave

Supervision:

Works under the general supervision of the Deputy Commissioner of Management and Budget. This position is responsible for overseeing fiscal personnel, as well as supervising and training subordinate staff.

To Apply:

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


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