

**Job Class Profile: Organizational Budget Analyst****Pay Level: CG-28 Point Band: 578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	2	3	4	3	3	1	2	
Points	233	67	13	14	120	65	62	21	21	616

**JOB SUMMARY**

The Organizational Budget Analyst performs budgetary and financial analysis work in assisting with the compilation and monitoring of a departmental or organizational annual budget.

**Key and Periodic Activities**

- Monitors both long and short term expenditure and revenue patterns to ensure that resources are efficiently and effectively allocated.
- Prepares and reviews financial reports to determine and qualify variances.
- Forecasts future fund requirements and highlights areas of concern arising from regular financial reports.
- Develops budget monitor and control instructions for management and senior management.
- Provides financial analysis, advice and guidance during the budget process and budget issues as they arise.
- Compiles briefing/explanatory notes for senior management on budget submissions.
- Assists & co-ordinates the annual fiscal year budget.

**SKILL****Knowledge****General and Specific Knowledge:**

- Requires knowledge of specialized financial management techniques.

**Formal Education and/or Certification(s):**

- Minimum: Completion of a 3 Year Post Secondary Diploma.

**Years of Experience:**

- Minimum: 2 years of related job experience.

**Competencies:**

- The ability to utilize various computer software to capture, store, and present financial information.

**Interpersonal Skills**

- Interpersonal skills are utilized to listen, gather information, provide advice and guidance as

well as gain co-operation from others in completing the budget process.

- Interactions occur with employees within the immediate work area and throughout the organization and with central government agencies to provide information and clarification, as well as to discuss budget guidelines.
- Most significant contacts include internal management to assist in the compilation and monitoring of the annual budget and assist in resolving issues which may arise during the process. Maintains communication lines with employees throughout the year relating to budget line items and expenditures. Work also includes providing information, clarification and support to auditors and central agency/headquarters staff.

## EFFORT

### Physical Effort

- The demands of the job occasionally results in fatigue when spending excessive time at a computer requiring periods of rest.
- Regularly required to lift objects less than 10 lbs.
- Occasionally walks and drives to various locations.
- Constantly required to sit at a computer to perform work, requiring fine finger or precision work on a regular basis when entering and manipulating data in electronic documents by using a mouse and key board.

### Concentration

- **Visual and auditory** alertness and concentration are required on a constant basis as well as the requirement for precise **eye/hand co-ordination** in recording, maintaining and presenting information and collecting and discussing budget information.
- **Time pressures and deadlines** are experienced when working on the budget process as timelines are established and must be adhered to. Work is subject to **interruptions**, sometimes creating a **lack of control over the work pace**.
- **Exact results and precision** are required for all reports and information regarding budget and accounts.

### Complexity

- Performs a series of tasks and activities that are quite different and related requiring similar knowledge and skills.
- Typical challenges/problems regularly include technical tasks or challenges with either obvious solutions or may have a limited number or no guidelines. These challenges can be addressed by following procedures and/or guidelines or can be resolved by determining and analyzing the cause of the problem and discussing within a team setting.
- Typical challenges/issues include ensuring all complete and necessary information is obtained and recorded and on an ongoing basis, expenditures allocated to the proper accounts.
- There are various policies and procedures as well as guidelines to assist and address issues and challenges.

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Independent work and process initiatives are essential, although final approval for most tasks are required. Work is typically self governed to meet strict timelines however, guidance and direction is available if the need arises as well as for final approval.</li> <li>— May approve some purchases based on availability of funds and often approves budget plans and reports prior to submission to the appropriate division/department.</li> <li>— Final budget monitoring and financial reports are typically approved by immediate supervisor prior to submission to the executive level and utilized in the decision making process.</li> <li>— Decisions are guided by guidelines and directions provided.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Decisions primarily impact finances and material resources within the work area and within the organization.</li> <li>— Consequences of errors would be limited to within the organization and would have some impact on those funds primarily budgeted for financial and material resources.</li> <li>— Consequences of errors are mitigated by existing policies and procedures as well as control exercised over the position.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— Not responsible for the supervision of staff.</li> <li>— May be required to provide orientation and/or guidance to new employees.</li> </ul>

## WORKING CONDITIONS

<b>Environmental Working Conditions</b>
<ul style="list-style-type: none"> <li>— Does not require any special precautions or safety equipment.</li> <li>— There is limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or partial disability.</li> <li>— Work is performed in an office environment where there is occasional exposure to unusual/distracting noise and constant exposure to glare from computer monitors. Occasionally required to drive to various sites.</li> </ul>