



Senior Budget Analyst

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$69,285 starting...**

If our **Senior Budget Analyst** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today

**** Position may be offered at a Grade 12(1) \$31.13/\$64,750 if candidate partially meets the required education and experience qualifications for the position. ****



JOB TITLE:	Senior Budget Analyst	GRADE	13
DEPARTMENT:	Department of Budget and Finance	FLSA STATUS:	Non-Exempt
REPORTS TO:	Director of Budget and Finance		

GENERAL DEFINITION OF WORK:

Under minimal supervision, performs professional level budget development and analysis including preparation, administration, maintenance of budgeting systems, review and control of County-wide budgets.

GENERAL RESPONSILITIES:

Provides assistance to County departments, agencies and committees in developing the annual budget and throughout the annual budget process. Works with other budget and finance analysts to prepare and provide uniform documentation and visual aids for budget requests to be presented to the Board of County Commissioners. Evaluates and implements best practices for budget development and budget documents. Maintain specialized reporting and statistics. Prepare budget instructions and training for County leadership and external agencies.

ESSENTIAL FUNCTIONS:

The functions listed below are those that represent the majority of responsibilities but are not necessarily exhaustive. Management may assign additional functions related to this type of work as necessary.

1. Review and analyze complex budget submissions from departments, agencies and committees for conformance with established guidelines and format. Make appropriate recommendations for review for higher-level budget officials regarding budget requests. Assist departments with budget related questions including research and analysis and provides recommendations. Adjusts budgets as necessary in accordance with the decisions of the administration and Board of County Commissioners. Consolidates all departmental budgets into annual budget document and distributes to leadership and County citizens.
2. Update the budgeting software so that proper funding for wages and fringe benefits can be included in the annual budget request. Provide accurate reporting on filled and vacant positions including historical reporting on vacancies to allow for inclusion in departmental budgets.
3. Provide training to leadership and department budget preparers and budget and finance analysts and aid them in preparing budget requests. Update annual operating budget guide and software user manual for use in training. Coordinate training schedule with Information Technology department to ensure all budget preparers have appropriate security roles and access to budget software.
4. Assist in developing and standardizing procedures and policies to improve efficiency, consistency, and ensure sound financial practices.

5. Coordinate with outside agencies and internal department leaders to create the annual budget schedule. Act as a liaison to elected officials, outside agencies and organizations, and internal staff to ensure budget workshops and public hearings are scheduled as needed.
6. Assist in preparation of meeting materials including charts, graphs, and diagrams to illustrate budget expenditures and revenues on behalf of the Chief Financial Officer and outside agencies to be presented at budget workshops with the Board of County Commissioners. Assists the Accountant with preparation of the Citizen Guide to the Budget presented on behalf of the County Commissioners at public hearing.
7. Reviews requests for new positions and reclassifications of existing positions and provides information to the Salary Committee.
8. Assist in the design and presentation of the budget document and ensure the accuracy of the published information. Work with department leadership to ensure the vision and mission of the County is accurate.
9. Manage the process for internal budget adjustments. Review budget adjustments for accuracy and enter into the financial management software. Completes budget adjustments for the carryover of grant funds at the end of the fiscal year. Verifies that funding is available for purchase requisitions and manages temporary control budgets to ensure department ability to enter requisitions.
10. Prepares monthly journal entries to allocate funds to outside agencies, appropriations from General Fund Operating Budget to Enterprise/Other Funds.
11. Creates new accounts, departments, funds, and/or projects in the budget and financial system as requested by departments or administration. Purges completed projects/departments/accounts as required. This responsibility requires work to be done outside of normal business hours to ensure there is no loss in access to the budget system by other departments.
12. Assists with monitoring and analyzing all revenues and expenditures during the year for the purpose of maintaining budgetary controls and correcting errors with journal entries.
13. Enter all purchase requisitions for Budget and Finance department. Receive and process invoices. Process vouchers for outside agency payments. Process ACH transactions from County funds to appropriate agencies and stop-payments as necessary.
14. Responsible for position management as it relates to budgets. Work with Human Resources to develop, implement and maintain position classifications. Monitor position changes for budget impact. Provide Human Resources and department staff with vacant position reports to facilitate the hiring process.
15. Responsible for monthly insurance reserve analysis for health insurance and workers compensation and Sheriff's Auxiliary fund, including completing required journal entries and reconciliations.
16. Compile data and complete budget document for submission to Government Finance Officers Association to be considered for the annual budget award.
17. Maintain and update all procedural manuals for budget and financial software.
18. Prepares information for annual audit on assigned fund(s) including analytical review and corrective journal entries and provide assistance to the Budget and Finance Director to ensure reporting is accurate.
19. Ability to multi-task, work independently and efficiently manage time. Employee must be able to communicate effectively with varying professional levels of staff to ensure budget process is kept on schedule.
20. Performs other research or analysis at the request of the Chief Financial Officer, Budget and Finance Director or other County leadership.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of the functions and operations of County organizations; general knowledge of the theories, principles, practices, and techniques of government accounting, finance, and budgeting; general knowledge of the state laws and local ordinances applicable to budget preparation, approval, and administration; ability to analyze and develop budget estimates; ability to conduct detailed research and prepare reports and findings; ability to establish and maintain effective working relationships with

associates; multi-tasking abilities; proficient computer skills using spreadsheets and word processing software; prioritize workflow.

EDUCATION AND EXPERIENCE:

1. Associate degree in Accounting required. Bachelor's degree preferred.
2. Four (4) years of budgetary accounting including preparation, analysis, and administration required.
3. Governmental accounting experience desired.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exerting of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken work levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Rev. 01/2024, 10/2026

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
Wednesday, October 21, 2026 @ 4:00PM**