



## Budget Analyst

Department/Division:	Finance
Reports To:	Finance Director
Provides Direction To:	
Exemption Status:	Exempt
Date Revised:	March 21, 2007
Pre-employment Drug Test Required:	NO

### DEFINITION

Under direction, develops, reviews, coordinates, and monitors City budget; performs special financial studies and projects; performs related duties as required.

### ESSENTIAL FUNCTIONS

*The duties listed below are examples of the work typically performed by the employee of this class. An employee may not be assigned all duties listed below. Marginal duties (shown in italics) are those that are least likely to be essential functions for any single position in this class.*

1. Reviews, researches, analyzes and prepares portions of the annual proposed and final budgets; prepares salary projections for all departments for annual budget coordinates budget preparation process with staff of various departments; develops recommendations for review by Finance Officer.
2. Researches various historical financial projects and prepares reports; reviews City annual financial statements and reports.
3. Controls budget for various City departments and projects determining if funds are available and expenditures are properly classified; performs research and analysis of transitions to identify and resolve budgetary problems.
4. Provides analysis of available funds upon management request; prepares fund balance projections and reviews with operating departments.
5. (Duties related to special districts)
6. Monitors and reports on the status of state and federal grants; reviews and audits grant contracts, amendments and other documents to ensure grant compliance; monitors and maintains records on City fixed assets.
7. Provides assistance to other finance personnel.

## **EMPLOYMENT STANDARDS**

### **Education and/or Experience:**

Graduation from an accredited college with a Bachelor's degree in accounting or business administration; and three years of administrative experience that included budget analysis, preferably with a public agency or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge, Skills, and Abilities:**

Knowledge of principles and practices of accounting and auditing; governmental accounting and budgeting; general office procedures. Ability to apply and adapt established accounting principles and procedures to a variety of municipal accounting work; identify accounting problems and suggest solutions; interpret and apply related regulations and guidelines; analyze data and draw logical conclusions; prepare and maintain accurate accounting analyses, reports and records; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

### **Special Requirements:**

None.

## **PHYSICAL DEMANDS**

Sitting for long periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five pounds such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods.

## **WORKING CONDITIONS**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odor, or noise. Video terminal is used on a daily basis.