

JOB TITLE: Budget Analyst

JOB FAMILY: Professional

JOB NO: PM070212

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To provide professional assistance in budget preparation and the capital improvement program; to administer contract payments; and to perform other duties as assigned.

SUPERVISION

General supervision is provided by the Budget Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Assist in development of budget document, revenue manual, budget preparation manual and other documents as needed; develop monthly sales tax reports for 4B Quality of Life Board of Directors; assist with other reports necessary to support management decision-making process; assist in maintenance of budget policies and procedures manual.
3. Administer City contracts through the integrated budget, accounting and purchasing system, issuing contract numbers, tracking and verifying appropriate account codes and ensuring compliance with related purchasing policies.
4. Conduct various surveys, research and data analyses to assist Budget Coordinator; conduct expenditure and revenue forecasting, cost-benefit analyses and other budget decision tools; assist in preparing long-term financial plan and other budget and financial reports; interpret and organize financial information and make recommendations based on interpretation.
5. Participate in the budget process; lend support to departments; compile department budget requests; design and prepare documents for budget and audit activities; compile and distribute departmental salary projections.
6. Organize and maintain budget files, documents and materials in accordance to City policies; conduct transactions in the integrated budget, accounting and purchasing system including budget data entry, salary and budget imports, appropriation revisions, purchase requisitions and contract payment vouchers; monitor department expenditures to original budget and review transactions for appropriate coding.
7. Attend and participate in professional groups, committees and seminars; stay abreast of new trends and developments in the field of budgeting and finance; stay abreast of the local economy and changes in tax base.
8. Answer questions and provide information to the public and other departments including budgets, financial trends, forecasts, surveys and other requested data.

OTHER DUTIES AND RESPONSIBILITIES

1. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university with major coursework in finance, budgeting, accounting or other related field.

EXPERIENCE

One year experience involving analytical research and reporting of complex financial data or any equivalent combination of relevant education or experience.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Accounting and budgeting principles and practices, statistical methodology, generally accepted accounting principles and generally accepted auditing standards.

Principles of economics, financial analysis and cost-benefit analysis.

English usage, spelling, grammar and punctuation.

Computer equipment and software including spreadsheet and word processing software.

Report preparation principles.

Skill in:

Performing detailed statistical analysis of budget activities.

Preparing clear and concise administrative and financial reports.

Ability to:

Perform assigned duties with minimal supervision.

Interpret financial data contained in City's general and subsidiary ledgers.

Communicate clearly and concisely, both orally and in writing.

Understand and follow instructions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Pass a medical physical examination.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Operating assigned equipment*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Lifting objects up to 34 lbs.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: December 1994

REVISION DATE: September 2004; October 2009