



DATE	January 2, 2015
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Budget & Management Analyst
 DEPARTMENT/DIVISION: Finance
 REPORTS TO: Controller/CFO/Treasurer

SUMMARY: Responsible for performing entry level professional management analysis work such as providing annual budget support investment and cash management support, debt issuance support, and performing research and analysis related to management objectives. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Participates in preparing the City’s annual budget and related supporting documentation, which includes: benchmarking tax base data; preparing budget agendas; preparing budget presentations; reviewing departmental budget submissions; participating in departmental and executive team budget reviews; participating in City Council budget work sessions and meetings; preparing and distributing final budget documents; responding to budget inquiries; reviewing budgets on a monthly basis; and/or, performing other related activities.
- Performs budget analysis activities, which includes: researching and analyzing operational, fiscal, and other data for applicable processes; conducting interviews and operational observations; developing reports and making recommendations based on findings; reviewing and analyzing departmental performance management plans; and/or, performing other related activities.
- Conducts audits of the City’s purchasing card program, which includes: reviewing monthly statements to ensure compliance with applicable guidelines and policies; auditing selected department’s purchasing history to ensure sound financial practices; auditing travel expense reports for accuracy and compliance with applicable policies; and/or, performing other related activities.
- Coordinates the City’s community service funding program, which includes: disseminating applications to local non-profit agencies; compiling results for Council agenda items; preparing Council agenda items; attending related meetings; preparing correspondence to applicable agencies regarding funding status; receiving awarded agency reports; requesting payment of funds to agencies; serving as the primary liaison for applicable agencies; and/or, performing other related activities.
- Participates in analysis activities associated with managed competition studies, which includes: coordinating select activities with the Managed Competition Director; running detailed cost effectiveness analysis; performing benchmarking; allocating costs for plan development; performing cost of service studies and research; analyzing data; participating in related meetings and presentations to provide recommendations and suggestions to improve performance or reduce expenses.

- Coordinates performance management plan maintenance and reporting, which includes: ensuring timely and accurate submission of plans; preparing key indicator reports for the Executive team; developing performance metrics and indicators; reviewing and updating measures for consistency and applicability; and/or, performing other related activities.
- Participates in a variety of special projects in support of departmental operations, which may include: analyzing vendor contracts; performing special studies; providing guidance and recommendations to departments to ensure organizational sustainability and maximize organizational efficiency, effectiveness, and performance; recommending cost-conscious decisions and actions; and/or, performing other related activities.
- Provides cash, debt and investment support and analysis for city treasurer and accounting.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of local government budgeting principles and practices;
- Knowledge of local government operations and processes;
- Knowledge of management principles;
- Knowledge of research and analysis methods;
- Knowledge of purchasing and fiscal policies and procedures;
- Skilled in preparing budget documents and analysis;
- Skilled in working with large electronic documents;
- Skilled in reading and interpreting technical documents;
- Skilled in assessing cost efficiency and effectiveness of municipal operations;
- Skilled in conducting benchmark surveys;
- Skilled in conducting best practice research;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, General Business Administration, or a related field.
- One year of experience in finance, budgeting or conducting research.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Credit record check
- Must pass motor vehicle records check.