



Office of Human Resources
Budget Analyst Associate - CV1823
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General Statement of Duties

Performs intermediate-level professional budget management and analysis work to oversee and monitor agency or department budget functions.

Distinguishing Characteristics

The Associate Budget Analyst may work within an agency or department performing various budget related functions or work within an organization that services multiple agencies and departments with regard to a specific area of budgeting.

The Associate Budget Analyst is distinguished from the Staff Budget Analyst, which performs entry-level professional budget management and analysis while training and assisting with higher-level analysis under close supervision; and, is distinguished from the Senior Budget Analyst, which performs full performance professional level budget management and analysis work that is complex and specialized in day-to-day activities and budget functions.

The following definitions are meant to assist in distinguishing between the three core concepts of accounting, budgeting, and finance, which are as follows:

- Accounting: Tracks, records, and reconciles financial transactions to ensure consistency and compliance with fiscal rules, and creates reports for historical records, audits, and the evaluation of financial processes and transactions.
- Budgeting: Tracks, monitors, and projects expenditures, allocates funds, oversees assets, and prepares justifications and reports with regard to a specific organizational budget and associated business needs.
- Finance: Researches, analyzes, calculates, and compiles financial data, prepares reports for business decision making, determines best use of financial resources, which includes determining interest rates, investments, and managing cash and debt.

Essential Duties

Reviews and analyzes routine agency or department budget functions, assists with budget development and planning, monitors and tracks financial transactions, maintains financial systems, reconciles financial discrepancies, and assists with preparing decision packages and presenting budget recommendations at budget hearings.

Supports assigned client groups with routine budget development and planning functions, works directly with division directors to gain understanding of business needs, forecasts spending, ensures expenditures are on pace with budget allotments, and guides management in decision making.

Develops and reviews routine business cases and proposals for client groups, which includes conducting feasibility studies, analyzing performance metrics, and building financial models for major projects and asset acquisitions.

Monitors and tracks routine financial transactions within assigned budget accounts, which includes creating and entering journal vouchers, processing internal billing transfers and change orders, approving requisitions, allocating funds within budget accounts, and compiling and recording documentation.

Prepares routine budget reports, spreadsheets, and financial statements, reviews and interprets financial information for management, creates reports to estimate expenditures, tracks encumbrances, identifies funding issues and discrepancies, and presents findings and recommendations to management.

Initiates and reviews routine purchase orders, processes invoices, enters vouchers into financial systems and monitors and tracks encumbrances for impacts to budget accounts.

Oversees routine position justifications for a single or multiple client groups, maintains and tracks position totals, conducts workload analyses, and provides client groups with reports detailing personnel costs to manage organizational growth.

Assists with conducting budget focused projects, which include analyzing financial processes, researching budgetary and financial issues, performing financial calculations, and creating reports for management review and decision making.

Ensures compliance and maintains fiscal accountability with regard to rules, regulations, standards, policies, and procedures.

Works with stakeholders both internal and external to the City, responds to inquiries, provide increasingly more complex information and assistance with regard to specific budgetary transactions, and works with client groups to resolve budgetary issues and guide budgetary decision making.

By position, assists with developing the comprehensive annual budget for the City, which includes calculating and forecasting expenditures, creating reports and financial models, working directly with management to guide decision making, and preparing budget presentations for mayoral and council committees.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Financial Administration - Recommends, administers, allocates, reallocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of programs, projects, and policies for a functional and/or operational area.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of the principles, methods, and techniques of financial analysis, forecasting, and modeling to interpret quantitative and qualitative data; includes data modeling, earned value management, and evaluating key financial indicators, trends, and historical data.

Knowledge of various types of contracts, techniques, or requirements (for example, Federal Acquisitions Regulations) for contracting or procurement, and contract negotiation and administration.

Knowledge of the principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget; and the relationships among program, budget, accounting, and reporting systems.

Level of Supervision Exercised

None

Education Requirement

Bachelor's Degree in Finance, Accounting, Business Administration, or a related field.

Experience Requirement

One (1) year of professional level experience analyzing budgets, financial statements, preparing budget justification requests, and allocating funds according to spending priorities.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

None

Working Environment

Subject to many interruptions.
Pressure due to multiple calls and inquiries.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Bending: Bending or positioning oneself to move an object from one level to another.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Education Verification

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-08

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: