BUDGET ANALYST

DEFINITION
Under general supervision to prepares, reviews, implements and analyzes City budgets to include the Successor Agency Funding and Housing Authority; and performs related duties as required.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Perform analyses and assistance in the preparation of the city’s annual budget and related documents;
- Prepare recommendations on a variety of municipally-related subjects;
- Assist in the coordination, development budget formats and standardized forms and preparation of the annual budget worksheets;
- Review and analyze departmental budget requests and make recommendations for approval or modification;
- Arrange for budget meetings, public notices and public hearings on budget matters;
- Prepare budget resolutions and provide assistance during city council review of budget materials and information;
- Coordinate distribution of budgets and related material;
- Respond to a variety of inquiries regarding budget procedures and information needs from a variety of sources;
- Develop revenue forecasts and expenditure projections in conjunction with budget and financial issues;
- Administer and monitor approved budget allocations, revenues, and expenditures and prepare periodic reports and recommendations for budget adjustments as necessary;
- Respond to departments and assist in problem resolution regarding budget, provide staff assistance to the budget review committee;
- Prepare long-term financial forecasts and analyses, and monitor grants for compliance with established procedures;
- Assist in the preparation and administration of grant finances, including the coordination of grants audits and response to audits.

KNOWLEDGE, SKILLS AND ABILITIES
- **Knowledge of:** Principles, practices, methods and terminology used in public budgeting and accounting; principles and practices used to develop financial projection, both short and long-range; techniques and procedures used in analysis and financial research; principles and practices of organization, management and service systems of public agency; statistical record keeping and interpretation; standard office software application.
- **Ability to:** Prepare, analyze and monitor the budget of a large public organization; perform financial and organizational analyses involving statistics and service delivery systems; prepare and present a variety of financial and organizational reports and studies; establish and maintain effective working relationships with department heads and other employees.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment, may require frequent standing, walking and bending. Incumbents in this job classification may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor’s degree from a four-year accredited college or university in business or Public Administration, Finance, Accounting, or closely related field AND two (2) years of progressively responsible experience in accounting / budget analysis and preparation in the public sector.