SENIOR BUDGET ANALYST

DEFINITION
Under general supervision, participates in the overall planning, organizing and preparing of the City’s annual budget.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. 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
- Participates in the overall planning, organization and preparation of the City’s annual budget;
- Provides technical training for City staff on matters related to budget;
- Assists in the preparation of City revenue and expenditure forecasts;
- Monitors transactions and prepares budget modifications for the City financial system;
- Prepares and analyzes budget reports.
- Prepares cost reports, comparative analysis and projections of program-wide activities;
- Participates in budget reviews of organizational performance;
- Assists in creating, distributing and explaining the City budget;
- Prepares budget revision recommendations for City Council approval;
- Trains, monitors and reviews work of budget analyst.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of budget development and analysis principles and practices, position control management, city policies and procedures, management principles, and record preparation and management;
- Skilled in preparing status reports, statements and documents, monitoring, tracking, analyzing and evaluating expenditures and financial transactions, performing mathematical and statistical calculations and financial projections and providing and following oral and written instructions and in establishing and maintaining effective working relationships;
- Ability to effectively communicate verbally and in writing in English with all levels of staff and public;
- Proficient in the use of personal computer, varying software packages and ten key machines;

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

QUALIFICATIONS
Bachelor’s degree from an accredited college and university in Business Administration, Finance, Accounting or related field, AND four (4) years experience in budget analysis and preparation.