

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Budget Analyst

Department: Finance

Pay Grade: 512

FLSA Status: Exempt

Job Code: F131

JOB SUMMARY

The purpose of this classification is to perform routine to moderately complex professional work in the preparation, analysis and monitoring of operational and capital budgets for the City of Roswell. The position is responsible for monitoring revenue and expenditures, preparing various financial analyses, reviewing and analyzing budget requests and assisting with budget preparation, performing professional accounting duties, and preparing related reports and records. The position works under general supervision, independently developing work methods and sequences.

ESSENTIAL JOB FUNCTIONS

- Prepares, analyzes and monitors operational and capital budgets for the City of Roswell.
- Provides assistance in establishing goals, performance objectives and measures, and benchmarking for departments and divisions.
- Reviews budget requests with the department head and other management staff.
- Provides technical expertise to department managers, finance staff, City employees, and the general public regarding assigned accounting and budgeting responsibilities; provides information regarding budget status and other accounting operations; explains budget preparation and management policies and procedures.
- Prepares various financial analyses and forecasts to aid in long-range planning and to help ensure the development of a balanced budget.
- Prepares and amends proposed, tentative and final budgets; assists in coordinating events leading to the adoption of the final budget.
- Monitors budget revenues, personnel services, operating and capital expenditures; reviews and approves budget transfers; investigates and corrects budget miscues; prepares journal entries to execute approved inter-fund transfers; prepares budget resolutions and reviews

agenda items submitted by departments/divisions for approval by management staff and elected officials.

- Prepares and makes oral and written presentations in areas of responsibility, as requested.
- Coordinates preparation of revenue and expenditure forecasts for current and five-year financial planning.
- Assists in formulating, updating, and implementing budgetary policies.
- Monitors budget software data entries for accuracy; controls access to budget files; provides technical guidance to end-users as needed.
- Compiles budget data for individual departments: creates charts/graphs to analyze/compile individual cost center requests and produce an overview of organization requests; produces Budget and CIP books for distribution to elected officials, departments, and the public.
- Reviews initial department budget and CIP submittals for accuracy, compliance with policies/guidelines, and conformance with funding constraints: reviews budget amendment, transfer, and project budget change requests; confirms funding for agenda items, budget amendments, and project budget change requests; and compiles and edits to present in summary form.
- Provides training for systems (i.e. Munis Software, Appticity, OpenGov, PBB, etc) and budget (i.e. reporting, submission, system); and provides documentation for training new employees, new council persons, etc.
- Prepares or completes various forms, reports, correspondence, budget reports, budget books, CIP books, funding logs, contract approval logs, charts, graphs, policies, procedures, or other documents.
- Receives various forms, reports, correspondence, budget amendments, budget transfers, budget change requests, financial reports, budget/CIP submittals, encumbrance authorization requests, statistical data, chart of accounts, laws, ordinances, resolutions, regulations, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Attends staff, committee and other professional meetings to exchange information; attends technical or professional workshops, seminars or conferences to improve professional skills.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in accounting, finance or a related field; supplemented by two (2) years of experience in budget and/or financial analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the regulations, ordinances, and standards governing municipal finance and budget programs; principles, practices, methods and terminology of accounting, budget preparation and management; and philosophy, theory and principles of public administration.
- Knowledge of automated financial record-keeping systems and Generally Accepted Accounting Procedures (GAAP) and standards established by the Governmental Accounting Standards Board (GASB).
- Ability to research, analyze, reconcile, and report accounting and budget information involving multiple accounts, budgets, funding sources and projects; review and analyze accounting and budget documents; and prepare accurate accounting and budget reports and documents for business planning and evaluation.
- Skill in operating a computer, including demonstrated experience in creating complex spreadsheets.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.