

BUDGET ANALYST

JOB DESCRIPTION

Classification Responsibilities: A Budget Analyst is responsible for assisting in the overall process of preparing and administering the City's annual operating budget, five-year Capital Improvement Budget, and multi-year revenues/expenditures projection. Budget Analysts compile and analyze both statistical and fiscal data as the basis for preparing specific schedules, tables, and narrative summaries that are included in these various budget documents. Budget Analysts assist departments with performance measurement review and development as well as evaluation of budget requests based on related performance information. There are currently three specializations (Forecast, Operations, and Projects) in the Office of Management and Budget. Budget Analysts may have primary duties in one specialization, but still perform duties across all specializations. Budget Analysts may be reassigned based on the needs of the office. This class is responsible for performing related duties as required.

Forecast Specialization

Budget Analysts working in the Forecast area are responsible for assisting in producing the short-term, mid-term, and long-term financial forecasts. Additional responsibilities include: assist in the research and identification of economic influences on the City's revenues and expenditures, and perform statistical analysis and comprehensive review of forecast model variables. Provides support in preparing summary presentations and reports for City management. Budget Analysts will also learn about the development and testing of the Forecast system.

Operations Specialization

Budget Analysts working in the Operations area are responsible for assisting in major budget processes in support of the City's budget preparation process and budget monitoring during the fiscal year. This includes assisting in the production of the annual Executive Budget Plan document, the development of training for City staff, and providing analysis of contingency requests, position costs, and other operational issues.

Projects Specialization

Budget Analysts working in the Projects area are responsible for assisting with the Capital Improvement Program (CIP). This involves research, compilation, analysis, and summary of multi-year CIP related data such as: monthly expenditures; bond reconciliations; project-based expenditure reporting; and preparation of tables, charts, and summaries used for the five-year CIP and seven-year forecast period. Budget Analysts working in this area are also responsible for assisting in the compilation, analysis, and summary of multiyear Lifecycle and Infrastructure plans, as well as the set-up and management of projects in the City's financial system.

Distinguishing Features: This class is distinguished from the class Senior Budget Analyst primarily by the lesser complexity of both personal computer (PC) programming and detail of schedules, tables, and summaries prepared for the budget documents, and by the narrower scope of the statistical/fiscal data analyzed. Progression from a Budget Analyst to a Senior Budget Analyst is accomplished through a non-competitive criteria-based promotional process. The incumbent must be employed a minimum of one year as a City of Mesa Budget Analyst and have successfully completed original City probation. In addition, the incumbent must meet established work standards, demonstrate the level of competency necessary to independently perform assigned tasks, and meet the minimum qualifications of the Senior

Budget Analyst classification. An employee in this class functions with minimal day to day supervision and work results are reviewed for accuracy, thoroughness, reasonableness, and completion in a timely manner. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree. A minimum of two years full-time, professional level employment in accounting, auditing, budget preparation, finance, statistical analysis or closely related financial and/or fiscal activity. Completion of a Master's degree in Accounting, Finance, Public Administration, Business Administration or closely related field will be considered qualifying experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's or Master's Degree in Accounting, Finance, Public Administration, Business Administration or closely related field. Possession of a Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).

ESSENTIAL FUNCTIONS

Communication: Conducts training sessions for department managers and program managers regarding budget preparation. Develops written department procedures outlining the steps entailed in producing various financial reports. Prepares written documents using clearly organized thoughts, proper sentence structure, punctuation, and grammar.

Manual/Physical: Enters data or information into a personal computer (PC) to produce reports and worksheets, and to calculate and reconcile information. Scans the content of a PC screen/monitor to detect minor changes in detailed information. Prepares budget related computer reports to distribute to departments.

Mental: Calculates by individual employee, department, and Citywide total the salary and detailed benefit costs for all personnel changes anticipated by department managers for the budget year. Selects, computes, and summarizes information into various financial reports. Works with multiple deadlines.

Knowledge and Abilities:

Knowledge of:

budgeting process and procedures;
principles and practices of municipal accounting;

procedures and methods associated with accounting systems;
principles of financial, operational, and economic analysis;
personal computer software for spreadsheet and database applications; and
characteristics of a governmental chart of accounts.

Ability to:

apply accounting and budgeting principles and theory in performing work assignments;
maintain concentration on detailed information over an extended period of time when accuracy and
speed are important;
analyze and evaluate data and prepare reports detailing the analysis; and
interact with City officials, coworkers, department staff, and the general public to establish and maintain
effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be
performed. Specific statements of duties not included does not exclude them from the position if the
work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by
the City as the needs of the City and requirements of the job change.

Revised 9/16

GL/co/th

CS4432.DOCX

EEO-Prof

JOB FCTN-FIN

INCREMENTS 42-200

PAY GRADE: 50

IND-8810

SWORN-No