**General Statement of Duties**

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

**Distinguishing Characteristics**

The Senior 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 Senior Budget Analyst is distinguished from the Associate Budget Analyst, which performs intermediate-level professional budget management and analysis work that is considered routine and general in day-to-day activities and budget functions; and, is distinguished from the Budget Analyst Supervisor, which performs professional level supervision over professional budget analysts and support staff.

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.

**Guidelines, Difficulty and Decision-Making Level**

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

**Level of Supervision Received & Quality Review**

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.
Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered, and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

By position performs lead work.

Essential Duties

Manages and oversees the budget for an agency or department, works directly with management to develop and plan the budget, monitors and tracks all financial transactions, maintains financial systems, reconciles financial discrepancies, prepares decision packages, and presents budget recommendations at budget hearings.

Prepares the annual budget for an agency or department, works with management to plan and identify business and capital needs, forecasts expenditures, determines funding for projects and programs, and conducts feasibility studies.

Monitors and tracks financial transactions within specific 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 supporting documentation.

Manages and oversees contracts, which includes reviewing contractor requirements, terms, and rates to ensure compliance with fiscal rules and policies, and approves and allocates funds within budget accounts to pay for contractor goods and services.

Creates budget specific reports, spreadsheets, and financial statements, reviews and interprets complex financial information for management, creates reports to estimate and track budget functions, develops financial models, and queries financial information in support of the use of financial resources.

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

Supports and assists with special projects that impact organizational and citywide budgets, which includes analyzing business proposals, performing complex financial calculations, conducting feasibility studies, forecasting expenditures, and preparing reports and presentations recommending courses of action to manage fiscal accountability.

Works with stakeholders both internal and external to the City, responds to inquiries, provides specialized and 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, develops and reviews 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.

By position, works with agencies and departments to manage grant awards, works directly with management to develop and plan grant budgets, approves grant proposals and contracts, and ensures compliance with grant reporting and documentation.
By position, assists with the development of 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.

By position, works with multiple client groups to facilitate budget development and planning, provides consultative services, researches and analyzes budget proposals, monitors and tracks financial transactions and expenditures, and provide strategic direction.

Performs other related duties as assigned or requested.

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.

- **Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

- **Financial Management** - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

- **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.

**Education Requirement**

Bachelor’s Degree in Finance, Accounting, Business Administration, or a related field.
Experience Requirement

Three (3) years 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

(Specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Balancing: maintaining body equilibrium to prevent falling over.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Vision Near Acuity: ability to see clearly at 20 inches or less.
Accommodation: ability to adjust vision to bring objects into focus.
Walking: transporting body and objects from place-to-place.
Bending: bending at the waist to move an object from one level to another.
Kneeling: to access documents at a lower level.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Education Verification
Employment Verification

Assessment Requirement

None
Probation Period

Six (6) months.

Class Detail

Pay Grade: V-812
FLSA Code: Y
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: