



City of Casa Grande

Budget Analyst

GENERAL PURPOSE: Under general supervision, develops and manages the City budget process and procedures, and evaluates fiscal performance.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Develops, manages and publishes the City budget according to policies and procedures.
- Coordinates budget development with Department managers to identify requirements for personnel, supplies, services, and capital expenditures.
- Develops annual budget, plans and schedules; coordinates the preparation of detailed budget documents; conducts budget training sessions.
- Reviews various source documents for budgetary impact; reviews purchase orders to determine budget compliance and impact.
- Tracks expenditures and monitors compliance to budget plan.
- Analyzes fiscal performance, and prepares and distributes monthly budget reports.
- Calculates short and long range revenue and expenditure forecasts, and develops forecast models.
- Reviews and processes a variety of technical transactions; manages special budget projects.
- Prepares and updates five-year capital improvement plan; assesses department requests and recommends funding priorities.
- Prepares financial reports as required; conducts analysis of budget expenditure estimates, fund balance reports and revenue reports; prepares bank reconciliations; oversees fixed-asset inventory and reconciliation.
- Responds to requests for information; provides technical information to City staff as authorized; provides assistance to Auditors and the public within scope of authority.
- Updates and maintains the budget and accounting computer system; reviews, investigates, and corrects errors in documents and reports.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in business or public administration, accounting or related field, and three year's experience in governmental budgeting and finance; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of the principles and practices of municipal finance, records and accounting.
- Knowledge of the principles of municipal budget preparation and administration.
- Knowledge of methods of financial forecasting and quantitative research.
- Knowledge of Federal and State programs related to municipal finance.
- Knowledge of business and personal computers, and spreadsheet software applications.

- Skill in reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in correcting and updating budget and financial records and database systems.
- Skill in analyzing and interpreting financial documents, and preparing complex financial reports.
- Skill in reviewing and performing mathematical calculations.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in effective oral and written communication.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.