

## BUDGET ANALYST

### JOB DESCRIPTION

**Classification Responsibilities:** An employee in this class 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. The Budget Analyst compiles and analyzes both statistical and fiscal data as the basis for preparing specific schedules, tables, and narrative summaries that are included in these various budget documents. Employees in this class are responsible for performing related duties as required.

**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

**Minimum Qualifications Required.** Any combination of training, education, and/or experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, or closely related field. A minimum of three years full-time, professional level employment in accounting, auditing, budget preparation, or closely related financial/fiscal activity. Completion of a Master's degree in Accounting, Finance, Public Administration or Business Administration will be considered qualifying experience for both work experience and Bachelor's Degree requirement.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Possession of a Certified Public Accountant (CPA) or Certified Governmental 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 PC to produce reports and worksheets, and to calculate and reconcile information. Scans the content of a 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 from the General Ledger Reporting. Works with multiple deadlines.

**Knowledge and Abilities:**

Knowledge of:

the City of Mesa budgeting process and procedures;  
the general principles and practices of accounting and or budgeting;  
procedures, methods, and forms associated with automated accounting systems; and  
information available in various sections of the City's accounting system.

Ability to:

apply generally accepted accounting/budgeting principles and theory in performing work assignments;  
analyze and evaluate budget related fiscal data to identify trends and/or problem areas;  
understand and interpret accounting/budget records/reports;  
conduct budget related studies and prepare reports detailing the results;  
develop/revise operating procedures to facilitate completion of work assignments;  
update the Personnel Summary for each department by computing and compiling preliminary work sheets and transferring data in the proper format;  
maintain City revenue history used in revenue projection;  
prepare Summaries of Revenues Appropriations and Personnel schedules for the budget document;  
interact with City officials, coworkers, operating agency staff, and the general public to establish and maintain effective working relationships;  
analyze program and accounting/budgeting details to identify and apply significant data in preparing budget projections, estimates, and reports; and  
analyze data through the use of microcomputer software packages.

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.

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EEO-Prof  
JOB FCTN-FIN  
INCREMENTS 43-200

PAY GRADE: 51  
IND-8810  
SWORN-No