

Description – City of Burleson

Job Title: Budget/Financial Analyst
 Department: Finance
 Reports to: Assistant Finance Director
 Pay Grade: 29
 FLSA Category: Exempt
 Schedule: Monday through Friday, at least 40 hours each week
 Date Revised: September 2, 2022

PRIMARY DUTY:

Assist in all phases of the budget process and financial matters related to City capital projects and financial operations. Preparation of the annual operating and capital project budgets, monitoring revenues and expenditures, projection models, and various assignments necessary to plan, implement, and monitor the budget and capital projects throughout the City.

ESSENTIAL DUTIES:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
S	Assist with the budget preparation for all funds working closely with departments and management on the budget process throughout the entire budget cycle.
S	Monitoring the operating and capital budgets, preparing multi-year forecasting/projections, and provide budget updates.
S	Track the alignment of departmental goals, objectives and key performance measures and integrate results into the budget process.
S	Identifies and manages assigned projects within deadlines.
S	Communicates with department heads, project managers, and other City staff on project progress assuring timely and accurate information is disseminated and aides in the project's progress including the utilization of a project accounting system software.
S	Serve as a liaison with project managers to assure spending and changes made for projects are handled in a timely manner and in accordance to funding and budgetary requirements.
S	Developing procedures, requirements, instructions, schedules for budget input, review, modifications, tracking supplemental budget request.
S	Integrate CIP budgets, expenditures, bond authorizations, and multi-year capital planning into the City's overall budget planning and preparation process.
S	Track all capital projects from inception to completion by communicating with various departments ensuring proper financial reporting and compliance.
S	Present and explain complex budgetary and financial analysis in understandable terms and make sound recommendations to departments.
S	Monitor and manage bond revenues and grants as they relate to capital improvements using generally accepted accounting principles and specified requirements stated in the official statement and grant agreements.
S	Work closely with HR and Payroll to integrate position control analysis, and salary & benefit cost analysis into the budget process and budget forecasting models.

S	Review and process budget amendments and departmental budget transfers in accordance to City's financial policies.
S	Support the preparation of monthly-quarterly financial reports and executive dashboards, including year-end estimates and associated variance analysis.
S	Evaluate the budget planning process and update budget manual to maintain current, effective and efficient budget system for the City.
S	Stay up to date on State and Federal laws related to budget and taxation, and monitor economic changes that may have financial impact to City.
S	Reconciling adopted budget to City's financial system budget balances and continue reconciling budget balances on a monthly balance to monitor changes to budgets including budget amendments.
S	Assist during the audit and bond issuance process by completing necessary schedules as needed.
S	Other duties as assigned
S	Regular scheduled attendance at the work site is required.

SUPERVISORY RESPONSIBILITIES:

N/A

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Establishing and maintaining positive working relationships
- Attention to detail in dealing with numbers, words, documents, and ideas.
- Communicating ideas and information in writing so that others can understand.
- Skills in effective interaction with staff, senior management, City Council, and the public.
- Intermediate to advanced-level skills in Microsoft Office, including Word, Excel, and Power Point.
- Proven knowledge of local government budget process and preparation of the adopted budget book in accordance with the GFOA Distinguished Budget Presentation Award Program.
- Knowledge of governmental accounting, auditing, and financial reporting.
- Excellent written and verbal communication skills and ability to create presentations to Management and Council.
- Works well independently and in a team setting.
- Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Proficient organizational skills with ability to multi-task/work multiple projects simultaneously.
- Ability to work as a positive team member, actively looking for ways to help external and internal customers and improve processes.
- Knowledge of Mainframe/ERP financial system. Ability to learn system quickly.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in public administration, finance, accounting or other related field required. Masters degree desired.
- At least two years of experience in local government budgeting and reporting.
- Knowledge in data analytics preferred.

CERTIFICATES AND LICENSES REQUIRED:

- Certified Government Finance Officer or similar certification is *preferred*

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

- Work is performed in a climate controlled office environment.

TOOLS AND EQUIPMENT USED:

Office machines including computer, copier, postage meter and other related equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	O	On carpet or tile floors.
Sitting	F	Primary work position at a standard desk with an adjustable office chair.
Lifting/Carrying	R	Small boxes of supplies and paper weighing less than 5 pounds
Pushing/Pulling	O	To open and close filing cabinet drawers.
Reaching	R	Into filing cabinets and on shelves to store or retrieve documents and supplies.
Fine Dexterity/Handling	F	To use the computer and writing.
Crouching/Crawling	R	To plug in computer and other corded devices.
Twisting	F	Working around the desk in standard office activities.
Kneeling	O	To retrieve documents from lower shelves and bottom drawers of file cabinets.
Vision	F	To read and prepare paperwork.
Hearing/Talking	F	To speak with citizens and employees on the phone and in person.
Foot Controls	O	Driving a car.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

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| E_time pressures | R_emergency situations |
| O_irregular schedule | R_danger/physical abuse |
| E_frequent change of task | R_noisy/distracting environment |
| O_tedious exacting work situation | E_working closely with others as part of a team |
| E_performing multiple tasks simultaneously | |

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burlison is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.