BUDGET ANALYST

Definition:

Under general supervision coordinates all City budget activities; performs a wide variety of complex budget and accounting analyses; performs a wide variety of professional accounting and auditing duties and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes and coordinates the City's budget process.

Reviews and analyzes proposed budget and Capital Improvement Program (CIP) submissions.

Analyzes revenues and expenditures in comparison to budget estimates, reviews allocations and makes related recommendations.

Recommends changes in budget procedures and processes.

Plans, organizes and implements CIP budgetary functions and maintains records of budget and CIP transactions.

Performs cost/benefit and program cost analyses.

Ensures that approved appropriations and estimated revenues are correctly recorded in the accounting system.

Prepares confidential cost analyses for labor negotiations and related matters.

Generates a wide variety of budget and CIP data and provides specialized data to management as needed.

Prepares and presents recommendations resulting from studies.

Assists City departments with budget preparation.

Prepares and/or assists in preparing various budget related resolutions and agenda letters.

Operates a computer and uses applicable software.

Determines coding for and completes various journal entries.

Assists in developing improved budgetary controls and procedures.

May provide technical guidance to lower level accounting personnel.

May explain and interpret accounting and budgetary policies and procedures to City staff, auditors and outside agencies.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of accounting records and files weighing 30 pounds or less.

Class Characteristics:

Budget Analyst is a single incumbent confidential class within the Administrative Services Department with duties related specifically to budget coordination/preparation and other budgetary matters.

Contacts and Relationships:

The Budget Analyst establishes and maintains contact with Administrative Services Department staff and a variety of staff in other City departments to include department and division heads and City Council.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Accounting principles, practices, standards and controls to include principles and methods of public finance, revenue sources and expenditure processes.

Municipal government structure and programs.

Municipal budget and accounting systems.

Methods of budgetary research and analyses.

English usage, spelling grammar and punctuation.

Computerized financial accounting systems and other computer applications as they relate to area assigned.

Business math.

AND

Ability to:

Implement governmental budgeting principles and processes and coordinate an effective municipal budget process.

Make accurate mathematical and statistical calculations.

Analyze complicated data, make recommendations and prepare reports.

Adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software programs.

Understand and carry out oral and written instructions independently and exercise independent judgment.

Maintain the confidentiality of sensitive budget and employee relations data.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelors Degree in Finance, Accounting, Public Administration or a closely related field from an accredited college or university to include course work in public finance, statistics and municipal accounting.

AND

Experience:

Three years of experience at the Accountant II level or equivalent in a public sector setting.

Special Requirements:

Must be able to work a flexible schedule to accommodate City needs.

Operate adding and calculating equipment with speed and accuracy.

The City of Fullerton's Conflict of Interest Code requires that the Budget Analyst file financial disclosure statements in accordance with State and local laws.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. The incumbent stands, walks, twists, reaches, bends, crouches and kneels and may grasp, push, pull, drag and lift boxes of accounting records and files weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Revised August 2002 Revised 1999 Revised 1996