



## Budget Management Analyst I/II

### An Overview

The Office of Management and Budget is looking for a Budget Management Analyst I/II who will perform a wide variety of budget and management analysis work for their portfolio of departments and agencies. The work performed is fast-paced and often time-sensitive. A significant aspect of the work involves performing fiscal analysis and producing annual operating budget documents.

### What You Should Bring

The ideal candidate will have strong analytical skills, possess outstanding multi-tasking abilities and bring a variety of technology related talents (ERP experience, Excel, PowerPoint, SharePoint). Some previous work with budgeting and analysis is preferred.

### The Opportunity

- Assists departments in developing budgets, and reviews departmental budget submissions;
- Monitors departmental operating budget expenditures to include expenditure and revenue projections;
- Writes, develops, recommends and interprets financial policies;
- Prepares summaries, analysis and recommendations on budgetary requests and programs;
- Analyzes and recommends reductions, increases and alternative methods for meeting departmental and budget goals;
- Researches and writes memoranda and management analysis regarding policies, procedures, budget items and capital improvement projects as directed, and prepares charts, graphs and statistical tables to aid in the presentation and consideration of the budget and programs;
- Makes detailed projections and analysis of City revenues/expenditures and monitors revenue and expenditure trends for budget and cash flow impact;
- Attends City Council work sessions and public meetings, as needed, to answer questions and justify recommendations;
- Answers procedure and policy questions from departments;
- Uses intermediate and/or advanced features of Microsoft products, such as Word, PowerPoint, Excel and SharePoint;

- Participates and assists in the design, implementation, and installation of new and revised programs, systems, procedures, methods of operation, and forms;
- Reviews and monitors federal and state grant funds;
- Provides leadership, training and direction to less experienced analysts; and
- Performs related duties as required.

#### About the Department

The Office of Management & Budget (OMB) prepares and implements the annual operating budget and capital improvement program and performs on-going fiscal and management analyses of City programs while conducting research and analysis in such areas as improving operational efficiency and cost effectiveness, performance measures, organizational structure and processes, and the acquisition and use of state and federal resources. The office comprises of 11 staff and has an annual operating budget of \$1.3 million.

#### MINIMUM & ADDITIONAL REQUIREMENTS:

##### Budget Management Analyst I

In order to qualify for the position all applicants must have a bachelor's degree and one (1) year of experience in budget and management analysis; or an equivalent combination of education, experience and training.

##### Budget Management Analyst II

To minimally qualify for the Budget Management Analyst II (mid-level) you must possess a bachelor's degree and three (3) years of experience in budget and management analysis; or an equivalent combination of education, experience and training.

#### PREFERRED QUALIFICATIONS:

To be considered an ideal candidate, applicants will possess the above as well as a Master's degree in Public Administration, Business Administration, Finance or a directly related field of study, experience in budget and management analysis in a municipal or other government environment, advanced skill level in Microsoft Excel, experience working with a financial Enterprise Resource Planning (ERP) system (ex. Tyler Munis), possess a process improvement and/or project management certification, and experience building complex financial models.

#### NOTES:

A cover letter detailing the reasons for the candidate's interest in the position and the candidate's relevant experience is strongly preferred as part of the application. Please include and address all qualifications listed above in the cover letter.

This position requires the successful completion of pre-employment background checks to include, but not limited to a criminal records screening.

This is a standard full-time position; however, work hours may at times include weeknights and weekends.

Applicants will be screened per the minimum requirements of the positions and invited to move forward in the recruitment process for further evaluation, assessment of skills, and fit for the position. Hiring department will determine which level of the position will be offered to selected candidates depending on qualifications, skillset, and performance during the different steps in recruitment process, including interviews and written assignment.

SG

An Equal Opportunity Employer