



**CITY OF GLENDALE (AZ)**  
invites applications for the position of:

## **Budget & Finance Analyst**

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<b>SALARY:</b>	\$63,108.00 - \$94,662.00 Annually
<b>OPENING DATE:</b>	05/19/17
<b>CLOSING DATE:</b>	06/02/17 11:59 PM

### **DESCRIPTION:**

Develops, analyzes, manages and evaluates an area of assignment in the City's Budget Division of the Budget & Finance Department. Develops recommendations and implements changes. Performs other duties involving complex research, analysis including forecasting and developing efficient budget processes and procedures.

### **ESSENTIAL FUNCTIONS:**

1. Develops, analyzes, manages and evaluates an area of assignment in the City's budget, such as the operating budget, capital improvement program (CIP), the PeopleSoft financial management and reporting system, the budget management and reporting system, the calculation of rates for various internal service activities such as vehicle repair and maintenance, risk management premiums, workers compensation premiums and related software implementation.
2. Represents the department at management level meetings, giving presentations, providing information and answering questions as the subject matter expert regarding particular area of assignment.
3. Researches and assists in the preparation of complex long-range revenue and expenditure forecasts; develops forecast models and identifies revenue sources necessary to finance capital projects.
4. Researches economic indicators, analyzes factors and trends and makes recommendations regarding the City's ability to finance general operations and capital improvement projects.
5. Researches and assists in the preparation of financial alternatives regarding bond financings including general obligation bonds, water/sewer and transportation sales tax revenue bonds, and user fee bonds to ensure compliance with voter authorization, state limitations on debt capacity and fund balance requirements.
6. Recommends actions based on an analysis of budget impacts and maintaining compliance with various budgeting, financing, and accounting standards and rules.
7. Researches pertinent data, develops recommendations for the area of assignment for presentation to the department director and city management.
8. Provides support and expert technical assistance to departments in area of assignment by resolving budget problems, providing training in the preparation, presentation and monitoring of annual budgets, and other related duties.
9. Prepares financial schedules for the annual budget document.
10. Performs research and analysis on identified special projects for management.
11. May develop statistical models for economic analysis.

12. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:**

Bachelor's Degree in Public Administration, Political Science, Business Administration, management, or a related field, and three years of budget experience preferably in the public sector.

**Knowledge of:**

Principles and practices of public administration and local government structure and services  
Public sector budgeting and finance principles  
Federal, State and local laws, rules and regulations affecting municipal budgeting  
Statistical analysis, research techniques, and financial forecasting methodology

**Skill in:**

The use of personal computers and software applications

**Ability to:**

Perform complex economic and policy analysis  
Conduct studies utilizing statistical and spreadsheet software programs  
Research and analyze data and draw logical conclusions and make recommendations  
Establish credibility and effective working relationships with all levels of staff  
Prepare and present oral and written presentations to City management  
Work independently on major projects providing leadership and expertise  
Conduct employee training; direct and coordinate the work of others  
Communicate effectively both verbally and in writing

*Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.*

**PHYSICAL REQUIREMENTS:**

Working Conditions:

Office Environment

FLSA Status:

Non-Exempt

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APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #2017 -01144
<a href="http://www.glendaleaz.com">http://www.glendaleaz.com</a>						BUDGET & FINANCE ANALYST
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