## MUNICIPAL BUDGET & FINANCE ANALYST I/II/III

***This recruitment is open until the position is filled or a sufficient number of applications have been reviewed to establish a qualified candidate pool.***

***First review of applications will occur on February 11, 2019***

**Annual Salary Range:**

Municipal Budget & Finance Analyst I - $61,152 - $82,555

Municipal Budget & Finance Analyst II -$67,504 - $91,131

Municipal Budget & Finance Analyst III - $73,773 - $99,594

This position is part of a flexible classification. Qualified candidates may be hired at any level based on their experience, education and training as determined by the hiring authority.

**Schedule:**

8:00 a.m. – 5:00 p.m. Monday through Friday

**Department:**

Municipal Budget Office

**Job Type**:

Full-Time Regular

**Job Number:**

RC#901003

*The City of Tempe participates in the Arizona State Retirement System (*[*ASRS*](https://www.azasrs.gov/)*) Defined Benefit plan with mandatory employer and employee contributions currently at 11.80%. ASRS pension plan includes a Long-Term Disability Benefit. We also offer a comprehensive benefits package including vacation, sick leave, holiday and short-term disability. Our employees have generous insurance options for medical, dental, vision and life. For more details, visit:* <http://www.tempe.gov/city-hall/internal-services/human-resources/benefits-summary>

**DESCRIPTION**

The Municipal Budget & Finance Analyst performs a variety of professional level administrative and analytical work involving the preparation, study and application of City budgets and finances.

Duties include, but are not limited to the following:

* Participate in annual operating, capital and city budget preparation and administration; conduct fiscal/economic impact studies and cost/benefit analyses; coordinate the preparation of manuals and comprehensive and timely budget documents;
* Assist with the preparation and administration of the city’s capital improvement program, debt management plan, and annual financial reports; assist department and division heads in developing and improving policies, procedures, methods, and systems of operations.
* Perform comprehensive multiyear econometric models and scenarios; financial projections and plans involving revenue and expenditure forecast analysis;
* Assist in developing city financial policies;
* Conduct city-wide base budget hearings; monitor city-wide departmental patterns; prepare and distribute budget reviews.
* Advise management, departments, and divisions on budget problems, policies, and procedures and assist them in the maintenance of proper budgetary controls.

**MINIMUM QUALIFICATIONS**

**Education:**

**All three levels**

Requires a Bachelor’s degree from an accredited college or university with major course work in accounting, finance, statistics and research, economics or a degree related to the core functions of this position.

*The term “equivalent” means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).*

**Work Experience:**

**Municipal Budget & Finance Analyst I**

Requires one to two years of full-time, professional experience in budget, finance, economics, management analysis or accounting work preferable some of which is in government.

**Municipal Budget & Finance Analyst II**

Requires two to three years of full-time, professional experience in budget, finance, economics, management analysis, or accounting work which should include at least two years of increasingly responsible budget and finance experience in government.

**Municipal Budget & Finance Analyst III**

Requires three to four years of full-time, professional experience in budget, finance, economics, management analysis, or accounting work which should include at least three years of increasingly responsible budget and finance experience in government.

*Candidates must have the minimum amount of work experience. Years of experience are based upon a full-time work schedule (2,080 hours per year).  The sum of an applicant’s full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

**ADDITIONAL REQUIREMENTS**

Successful completion of initial probationary period is contingent upon passing an FBI background investigation. Based on position, referred applicants may be subject to additional testing which may include pre-employment polygraph, physical and drug screening.

**ESSENTIAL FUNCTIONS**

For the complete job description go to:

**Municipal Budget & Finance Analyst I** - <https://www.tempe.gov/home/showdocument?id=36420>

**Municipal Budget & Finance Analyst II** - <https://www.tempe.gov/home/showdocument?id=68297>

**Municipal Budget & Finance Analyst III** –

<https://www.tempe.gov/home/showdocument?id=68299>

All three positions are FLSA Exempt – not eligible for overtime compensation and/or compensatory time.

**Municipal Budget & Finance Analyst** **I & II**

Employees in either of these positions are represented by the United Arizona Employee Association (UAEA).

**Municipal Budget & Finance Analyst III**

Employees in this position are represented by the Tempe Supervisors Association (TSA).

**EQUAL EMPLOYMENT OPPORTUNITY*:*** *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*