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| https://agency.governmentjobs.com/images/AgencyImages/Peoria.png | **CITY OF PEORIA AZ****invites applications for the position of:** **Senior Budget Analyst**An Equal Opportunity Employer |

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| **SALARY:** | $59,997.00 - $88,643.00 Annually |

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| **OPENING DATE:** 12/13/18 |
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| **CLOSING DATE:** Continuous |
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| **DESCRIPTION:** |
| **This is a continuous posting: The first review of applications will be December 31, 2018, and every 2 weeks thereafter, until the positions are filled.**The purpose of this position is to complete analyses regarding financial and operational issues, develop automated systems, formulate long term forecasting models,, prepare cost and rate analysis, and assess financial activities for funds. Completes econometric and statistical modeling; researches and analyzes information; evaluates budget circumstances; formulates financial projections; researches trends; develops internal processes; ensures goals are met; supports departments as liaison for budget process and issues; provides financial analysis for special projects. |
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| **JOB REQUIREMENTS:** |
| This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend when referring to the physical demands of each essential function. Please go to the link below under Job Requirements to view the essential functions of the job in the complete job description. |
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| **ESSENTIAL FUNCTIONS:** |
| [**View the complete job description**](https://www.peoriaaz.gov/home/showdocument?id=3404) including the essential functions of the job, minimum job requirements, and physical demands. DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE HUMAN RESOURCES DEPARTMENTAN EQUAL OPPORTUNITY EMPLOYEROPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES |
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| **SUPPLEMENTAL INFORMATION:** |
| The City of Peoria is seeking two Senior Budget Analysts to join the Management and Budget Division. There are three specializations in the Management and Budget Division: (1) utility rate analysis and forecasting, (2) capital planning and budgeting, and (3) operations. Senior Budget Analysts have primary duties in one specialization, but perform duties across all specializations. We are currently looking to fill vacancies in the utility rate analysis and capital improvement program specializations. The successful applicants will have working knowledge of best practices in local government budgeting and finance;  intermediate to advanced analytical skills using spreadsheet, database, and enterprise financial applications; and the ability to work effectively in a team environment and to build and maintain effective working relationships. |

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| APPLICATIONS MAY BE FILED ONLINE AT: <https://www.peoriaaz.gov/> OUR OFFICE IS LOCATED AT: 8401 W. Monroe Street Peoria, AZ 85345 623-773-7100 HR\_Workforce@peoriaaz.gov An Equal Opportunity Employer | Job #FY1901797 SENIOR BUDGET ANALYST BJ |

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| **Senior Budget Analyst Supplemental Questionnaire** |

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| \* | 1. | Which best describes your level of education? |
|  | Checkbox High School Diploma or equivalentCheckbox Associate's DegreeCheckbox Bachelor's DegreeCheckbox Master's Degree or higherCheckbox None of the above |
| \* | 2. | What best describes your experience working in a same or similar position as a Senior Budget Analyst? (Please refer to the job description) |
|  | Checkbox NoneCheckbox Less than 3 yearsCheckbox 3 to 4 yearsCheckbox 5 to 6 yearsCheckbox 7 to 8 yearsCheckbox 8 years or more |
| \* | 3. | Please give specifics about WHERE and HOW you obtained the experience in question 2. |
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| \* | 4. | Which best describes your level of expertise with Microsoft Excel? |
|  | Checkbox NoneCheckbox BeginnerCheckbox IntermediateCheckbox Advanced |
| \* | 5. | Which best describes your level of expertise with Microsoft Access? |
|  | Checkbox NoneCheckbox BeginnerCheckbox IntermediateCheckbox Advanced |
| \* | 6. | Please give specifics about your level of expertise with Microsoft Excel and Access, as rated in questions 4 and 5. |
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| \* | 7. | What best describes your experience in utility rate analysis and forecasting? |
|  | Checkbox NoneCheckbox Less than 3 yearsCheckbox 3 to 4 yearsCheckbox 5 to 6 yearsCheckbox 7 to 8 yearsCheckbox 8 years or more |
| \* | 8. | Please describe your experience in utility rate analysis and forecasting? |
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| \* | 9. | What best describes your experience in capital planning and budgeting? |
|  | Checkbox NoneCheckbox Less than 3 yearsCheckbox 3 to 4 yearsCheckbox 5 to 6 yearsCheckbox 7 to 8 yearsCheckbox 8 years or more |
| \* | 10. | Please describe your experience in capital planning and budgeting? |
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| \* | 11. | Please explain your approach to building and maintaining effective working relationships. |
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| \* Required Question |

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