



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

Budget and Finance Analyst

SALARY:	\$63,108.00 - \$94,662.00 Annually
OPENING DATE:	09/10/20
CLOSING DATE:	Continuous
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 Munis 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.

Special Requirements

Valid Arizona Driver's license.

PHYSICAL REQUIREMENTS:

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #2020 -01984
http://www.glendaleaz.com						BUDGET AND FINANCE ANALYST
5850	W.		Glendale		Ave.	CD
Glendale,		AZ			85301	
623-930-2270						
dburson@glendaleaz.com						

Budget and Finance Analyst Supplemental Questionnaire

- * 1. Please select the response that most accurately represents your education and work experience as it relates to your candidacy for the Budget and Finance Analyst position.
- A Master's degree in Public Administration, Business Administration, Political Science, Management or a related field AND 2 or more years of budget experience, preferably in the public sector.
 - A Bachelor's degree in Public Administration, Business Administration, Political Science, Management or a related field AND 3 or more years of budget experience, preferably in the public sector.
 - Three or more years of college coursework in Public Administration, Business Administration,

Political Science, Management or a related field AND 4 or more years of budget experience, preferably in the public sector.

Two or more years of college coursework in Public Administration, Business Administration, Political Science, Management or a related field AND 5 or more years of budget experience, preferably in the public sector.

One or more years of college coursework in Public Administration, Business Administration, Political Science, Management or a related field AND 6 or more years of budget experience, preferably in the public sector.

Less than one year of college coursework in Public Administration, Business Administration, Political Science, Management or a related field AND 7 or more years of budget experience, preferably in the public sector.

None of the above

* 2. How many years of experience do you have working with multiple departments?

Five or more years

Four years

Three years

Two years

One year

None of the above

* 3. How many years of government experience do you have?

Five or more years

Four years

Three years

Two years

One year

None of the above

* 4. How many years of experience do you have writing reports, council communications, etc.?

Three or more years

Two years

One year

None of the above

* 5. Please indicate the number of relevant certifications you possess, such as CPA, CPFO, CGFM, CFA, etc.

Three or more

Two

One

None of the above

* 6. If you indicated you possess relevant certifications, please identify them below:

* 7. Do you have experience working with analytical tools or databases such as SSRS, Tableau, BrioQuery, Cognos, etc.?

Yes

No

* 8. Do you have experience with Tyler Munis software?

Yes

No

* 9. Do you have experience preparing required Arizona budget schedules?

- Yes
- No

* 10. Do you have experience with "Truth in Taxation" regulations?

- Yes
- No

* 11. Do you have experience with forecasting or projections?

- Yes
- No

* 12. Do you have experience with salary and benefit forecasting?

- Yes
- No

* 13. How many years experience do you have working with Capital Improvement Program Budgets?

- Three or more years
- Two years
- One year
- None of the above

* 14. Do you have experience with cost allocations?

- Yes
- No

* 15. Do you have experience with rate setting models?

- Yes
- No

* Required Question