



**CITY OF BUCKEYE**  
invites applications for the position of:

## **Budget Analyst - Finance**

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<b>SALARY:</b>	\$62,649.60 - \$93,974.40 Annually
<b>DEPARTMENT:</b>	Finance
<b>OPENING DATE:</b>	05/20/21
<b>CLOSING DATE:</b>	Continuous
<b>POSITION SCOPE:</b>	

**\*\*\*RECRUITMENT IS OPEN UNTIL FILLED\*\*\***

Under general supervision, performs a full range of accounting, technical review and financial reporting duties. Incumbents perform professional budget preparation and financial analysis work. This position provides frequent analysis of the city's financial position to aid in decision making and reporting throughout the year and is engaged in various municipal budget compliance tasks and other special assignments. This position also monitors and reviews policies and procedures/processes, prepares financial analyses for short-range and long-range revenue and expenditure forecasts, and identifies process improvements.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates in the preparation of the annual budget and capital improvement program (CIP), ensuring compliance with applicable laws, regulations, and recommended budget practices
- Prepares and quantifies changes to the budget as they arise during the fiscal year
- Reviews departmental operating and capital budgets, and recommends budget allowances
- Monitors selected Federally-funded City programs and prepares status reports as required
- Analyzes changes in operating or capital fund balances and prepares comprehensive reports on the financial condition of all operating and capital funds and recommends solutions to identified problems
- Prepares, reviews, interprets, and analyzes a variety of information, data and reports; and makes recommendations and presentations based on findings
- Participates in the development of legal budget adoption and amendment schedules, resolutions, council agenda items in conformance with statutory requirements
- Participate in the preparation of the annual budget and capital improvement program (CIP)
- Reconciles transactions, ledgers, accounts and financial activities according to policies; records changes, reconciles and resolves differences; reviews financial and accounting records and corrects errors as required
- Prepares and provides training on budget software so departments and access and input their budgets

- Develops and prepares short-term and long-term revenue forecasts and expenditure forecasts as needed
- Maintains effective working relationships with department staff and the general public
- Performs other duties of a similar nature or level

## MINIMUM QUALIFICATIONS & POSITION REQUIREMENTS:

### Education and Experience:

Bachelor's Degree in finance or accounting, and four years' experience in governmental budgeting and finance; OR an equivalent combination of education and experience.

### Knowledge, Skills, and Abilities:

#### Knowledge of

- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management
- City policies, and procedures
- Budget preparation, analysis and administration
- Research and statistical analysis, theory and methods
- Applicable Federal, state and local laws, codes, rules and regulations
- Principles and practices of municipal finance and records management
- Business and personal computers and spreadsheet software applications
- Tyler Munis accounting and budget system

#### Skill in:

- Computer operations, database management, and related software applications with a strong emphasis on Microsoft suite of products (Word, Excel, PowerPoint, etc.)

#### Ability to:

- Plan, organize, and coordinate budget development processes
- Read, interpret, understand and apply accounting standards and procedures, applicable Federal rules and regulations, and city policies and procedures
- Correct and update financial records and database systems
- Analyze and interpret financial documents and calculations and prepare complex financial reports
- Analyze and understand business workflow and computing needs
- Communicate effectively complex technical instructions in easily understandable terms
- Work under pressure of deadlines and establish and maintain cooperative working relationships
  - with employees, officials, other agencies, and the general public
- Maintain records efficiently and accurately and to prepare clear and concise reports
- Communicate effectively both orally and in writing
- Use a computer and related software applications

## ADDITIONAL INFORMATION:

**Special Requirements:** Must possess and maintain a valid Arizona Driver's License

**Physical Demands/Work Environment:** Standard office environment. Occasional climbing, stooping, kneeling maybe required

**Reports To:** Department Director or designee

**Supervision Exercised:** None

**FLSA Status:** Exempt

<http://www.buckeyeaz.gov>

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