



# The Town of Prescott Valley

*Invites you to apply for the position of*

## Budget & Research Analyst

### THE POSITION

The Town of Prescott Valley is seeking the next Budget & Research Analyst to ensure adherence to statutory, regulatory, and policy requirements. This position collaborates with departments to facilitate budget development, provide technical guidance, and ensure accurate financial reporting. If you have a desire to serve the community, we encourage you to apply.

### ESSENTIAL DUTIES INCLUDE:

- Facilitating and assisting departments with budget development, including identifying requirements for materials and supplies, contractual services, capital expenditures, debt, and internal services, coordinating and preparing employee salary and benefit schedules, and maintaining position control in the budgeting system.
- Performing complex financial analyses, including long-range revenue and expenditure forecasts related to operating and capital items, reserves, and budgetary fund balance.
- Manages and monitors lease, development and franchise agreements, continuing disclosures, promissory notes, and other contracts or legal documents to ensure debt and contract databases are maintained; related accounting transactions are accurately processed and recorded; internal compliance metrics are maintained; reimbursement requests are prepared and reconciled.
- Coordinate the annual Capital Improvement Financial Plan (CIFP) development process including developing instructions and forms, providing department support and assistance, performing analytical reviews to ensure adequate scoping for assigning funding sources, ensuring related ongoing operating cost estimates are included for each project.
- Reviews, reconciles, and allocates investment, state shared, property tax, franchise fees and

other revenues in a timely and accurate manner; ensuring that items are recorded correctly or processes reclassifications and adjusting entries, as necessary.

### REQUIREMENTS:

- Education and/or experience equivalent to a bachelor's degree in business or public administration, accounting, finance or economics. Municipal government experience, including hands-on experience in researching and interpreting Arizona Revised Statutes, Town Code and other authoritative guidance.
- Must be able to pass a background check.
- Skill in conducting budgetary and fiscal research, analysis and evaluation of projects and preparing detailed and accurate reports and recommendations for management review.

### COMPENSATION:

The Town's complete compensation package includes salary, benefits, and a high-performance culture. The Town package includes a no-cost to individual health insurance plan, participation in the state retirement system, optional 457 deferred compensation with town match up to 6%, vacation, holidays, and additional comprehensive benefits.

The expected hiring range is

\$67,745.60 - \$77,896.00

The full salary range is \$97,745.60 - \$94,848.00

**Closing Date: February 3rd at 5:00PM**

Apply online: [prescottvalley-az.gov](http://prescottvalley-az.gov)

Equal Opportunity Employer

*The reason we exist is to provide exceptional service through teamwork, delivered with integrity and respect in a fun, creative and innovative way!*