



The City Beautiful

City of Coral Gables Job Description

Job Title: Budget Analyst
Department: Finance
Classification: 0338
Pay grade: 23E
FLSA: Exempt

Prepared Date: 4/07
Approved By:
Approved By:

Summary

This is responsible, complex and technical work in the preparation and maintenance of the City budget, financial report and related documents. Responsibilities include but may not be limited to: preparation of the annual budget estimate and the annual budget; records, itemizes, reconciles and revises budget information; summarizes and projects revenues and expenditures; consolidates budget estimate; audits reports and verifies accuracy; sets up formats and prepares graphs using computer programs. Provides technical assistance to department directors and accounting staff. Reports to Finance Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Prepares the annual budget estimate and the annual budget. Records, itemizes, reconciles and revises budget information. Summarizes and projects revenues and expenditures. Consolidates budget estimates. Audits reports and verifies accuracy. Sets up formats and prepares graphs using computer programs.

Examines budget estimates and/or proposals for completeness, accuracy and conformance with established procedures and organizational objectives.

Consolidates individual departmental budgets into operating summaries.

Assists accounting staff as needed during the preparation of the annual financial report.

Prepares mid-year budget documents for each City Department. Assists Department Heads in budget reviews. Adjusts accounts, performs end of year adjustment to departmental budgets and prepares resolution for approval by the City Commission.

Reviews budget procedures and analyzes operating programs to maintain compliance with authorized budget.

Monitors purchase orders and changes in budgeted positions. Organizes accounts and makes necessary adjustments to the operating budget.

Prepares special reports including e-mail of departmental monthly budgets and monthly reports of salaries, overtime and headcount.

Operates computer systems to maintain and prepare budget, reports and documents. Compiles, downloads and reformats data. Uses BASIC and English computer languages and various computer programs including, Excel, Word Perfect, and ORG.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the principals and practices of accounting and municipal budgeting. Knowledge of the information, procedures, deadlines and computer programs required to produce the City's Budget Book, Financial Report and related reports and documents. Knowledge of departmental regulations, practices and procedures. Ability to perform complex, detailed work. Ability to monitor, revise, reconcile, consolidate budget information, and troubleshoot mathematical errors. Ability to summarize and project revenues and expenditures. Ability to analyze operating programs. Ability to operate computer including preparing computer generated data presentations, calculator and other office equipment; and to utilize, adjust and maintain required computer programs. Ability to work independently. Ability to establish and maintain effective working relationships with co-workers and City administrators.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is predominately performed indoors in a quiet to moderately noisy environment. Involves prolonged use of computer. Must be able to lift, carry and or push articles weighing up to 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Graduation from an accredited four year college or university with a Bachelor's Degree in Finance, Accounting or related field.

Minimum three (3) years of budget analysis experience; municipal experience preferred.