

BUDGET ANALYST

Position Code: 3503
WC Code: 9410
FLSA Status: Non-Exempt
Pay Grade: 354
Location: Finance
Approval Date: 2019

General Statement of Duties

Performs professional and complex administrative work and is responsible for consolidating data for the presentation of the budget and performance measures.

Distinguishing Features of the Class

An employee in this class performs professional level work in analyzing budgetary data, budgetary requests, and interpreting and applying budget guidelines. Work is performed in accordance with established municipal procedures, local ordinances and North Carolina General Statutes. Work is performed under the direction of the Chief Financial Officer.

Duties and Responsibilities

Perform budget preparation and financial research to support the formulation and administration of the annual operating and/or capital budget.

Send notifications to each of the Town's departments requesting budget information.

Schedule the Operating and Capital Budget discussion and decision meetings for the departments to discuss budget requests with Finance Director, Town Manager and Deputy Town Managers. Perform a comprehensive analysis of department expenditures and recommends budget adjustments based on historical financial research and comparison.

Assist with problem solving of budget issues such as feasibility of service expansion. Research and implements budgeting innovations and best practices.

Plan and carries out budget procedures including monthly monitoring of department expenditures and revenues and communicates monitoring status to management.

Assist in the development of multi-year forecast estimates for department expenditures and revenues; reviews department performance measures.

Lead teams, facilitate meetings, and draft high-quality documents and materials.

Handle legal advertisements for public hearings and public input meetings related to budget process and Town Board.

Coordinate the preparation of the detailed budget document.

Assist departments in preparing budget transfers and amendments, agenda items and supporting information; explains policies and procedures; and gives advice on management issues.

Update fee schedules for the annual budget manual.

Prepare and present written reports with recommendations.

Provide support for Finance Director and assists with special studies that require data compilation; analyzes and interprets information in oral and written presentations.

Coordinate or participate in special projects.

Perform other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Comprehensive Knowledge of North Carolina Statutes and of local ordinances governing municipal preparation and financial practices and produces.

Comprehensive knowledge of the principles and practices of finance, budgeting and strategic planning.

Thorough knowledge of the functions and operations of municipal agencies.

Ability to communicate complex ideas, both orally and in writing.

Ability to analyze and develop budget projections.

Ability to develop and conduct technical training programs.

Ability to conduct detailed research and prepare reports and findings.

Ability to establish and maintain effective working relationships with others.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, feeling, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

Bachelor's Degree in accounting or business from an accredited college or university and two to five years of experience in public finance administration; or an equivalent combination of education and experience. (Ability to achieve Certified Budget Office Certificate within five years).