



## Class Description

**Class Title: BUDGET ANALYST**

**Class Code: 181**

### **DESCRIPTION:**

The purpose of the Budget Analyst is to coordinate the development of complex operating and capital budgets to balance the needs and resources of the department. The Budget Analyst is responsible for maintaining financial direction while providing professional management and research assistance on issues related to financial management, productivity and the effective and efficient use of the department's resources. The Budget Analyst plans, organizes, and implements programs within major organizational policies; reports progress of major activities to department director and managers through reports and conferences.

### **ESSENTIAL FUNCTIONS:**

Provide a full range of financial information, analysis and support to the Public Works and Utilities Departments; analyze and interpret financial reports of revenues, operations, capital projects, and loans, prepare projections used for planning purposes.

Prepare annual rates and fees worksheets and assist with workshops and City Council presentations.

Plan, coordinate, and evaluate activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; assist in contract negotiations and administration; monitor compliance with applicable contractual agreements.

Coordinate grant administration activities; prepare, write, review, and monitor grant applications; monitor existing programs for compliance with regulations; prepare and submit requests for grant and loan disbursements for assigned projects; review capital project expenditure and prepare reports.

Monitor and assist in the planning, review, and preparation of various department budgets and programs; perform analysis of expenditure trends to determine





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significant variations from the budget.

Assemble or formulate statistical analysis and program performance projections; prepare revenue and expenditure forecast; maintain and update project files in the financial cost control system and current files on revenue and expenditure accounts.

Develop policy and procedure recommendations for ensuring accurate documentation of decisions made and appropriate handling of confidential data.

Provide budgetary data and analysis for department director and managers; assist managers with reports for audits, triennial reviews and applicable regulations.

May supervise the work of lower level administrative support staff.

May perform other assigned duties, as needed.

### **QUALIFICATIONS:**

Bachelor's degree in accounting, finance, business administration, economics, public administration or related fields.

Requires five (5) years of directly related accounting/budgeting, financial management or strategic planning experience.

Must have at least one (1) year of experience in a supervisory role.

An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the position.

Preferred Qualifications: One (1) year of experience working for a government agency. Intermediate level proficiency in Microsoft Excel.

### **ADDITIONAL REQUIREMENTS:**

Possession of a valid driver's license issued by the Commonwealth of Virginia.

