

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Senior Budget Analyst
FUNCTIONAL AREA: Financial Services Department

WORK OBJECTIVE:

Under general supervision, the purpose of the job is to perform routine to complex budget analysis according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at professional staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes researching and collecting data, preparing clear and concise financial reports, preparing annual operating and capital budgets, and monitoring and projecting expenditures and revenues of assigned divisions and/or departments for special projects and financial research.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the preparation of various annual budgets, e.g., Operating and Capital Improvement Budget, General Fund, Water and Sewer Fund, Debt Service, Self-insurance Funds 1 & 2.
- Assists in the preparation of various five-year financial programs, e.g., capital improvements program General Fund, Water and Sewer Fund, Debt Service, Self-insurance Funds 1 & 2.
- Assists staff and support employees with coordination and preparation of schedules and activities of year-end audits.
- Performs routine budget analysis according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Maintains adherence to generally accepted accounting standards and principles; ensures maintenance of proper audit trails and verification and reconciliation actions for all processed work.
- Prepares and analyzes various statistical audits of budget reports; processes salary and benefit budget.
- Prepares, analyzes and reports monthly financial statements for all areas of budget accounting.
- Reviews and audits monthly budget deviations with departments; prepares reports to identify status of deviations, track deviations, and project budgetary impact of deviations.
- Prepares and submits monthly, quarterly, and annual revenue trend analysis reports; indicates any significant deviations from budget expectations.
- Collects and analyzes monthly statistical performance information submitted by departments to prepare the quarterly financial report; submits quarterly financial report for review.

Senior Budget Analyst

- Performs research for environmental scan portion of Strategic and Business plans.
- Maintains, updates and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.
- Generates various system reports or audit calculations to verify accuracy, e.g., billing, payroll processing, personnel accounting processing.
- Assists Budget Analysts with complex financial/budget analysis.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Accounting or related field; supplemented by three (3) to four (4) years progressively responsible experience in accounting or budget analysis, to include experience within a similar government agency; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable knowledge of the principles and practices of governmental accounting/budgeting management and analysis.

Ability to understand, follow and lead written and oral instructions.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to read, update and maintain various records and files.

Ability to type 35 WPM.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with others.

Skill in performing and analyzing routine to complex accounting work and financial analysis; skill in recognizing and reporting deviations through audit programs.

Skill in performing routine to complex mathematical computations and tabulations accurately and efficiently.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

Senior Budget Analyst

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.