



CITY OF WAXAHACHIE
invites applications for the position of:

Budget Analyst

SALARY: \$21.89 - \$27.37 Hourly
\$1,751.36 - \$2,189.20 Biweekly
\$3,794.62 - \$4,743.27 Monthly
\$45,535.40 - \$56,919.28 Annually

DEPARTMENT: Finance

OPENING DATE: 02/21/19

DESCRIPTION:

Under general supervision, directs the planning and preparation of the annual operating budget including monitoring expenditures to conform with procedures and regulations; perform a variety of advanced technical tasks relative to assigned areas of responsibility; and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single-incumbent classification. The employee receives general supervision from the Senior Director of Finance and exercises no supervision.

DUTIES AND RESPONSIBILITIES:

- Directs the preparation of the annual operating budget. Analyze monthly department budgeting and accounting reports to maintain expenditure controls.
- Works closely with all departments to assist in managing each departments budget.
- Prepares the monthly budget report and other special reports as needed.
- Consult with managers to ensure that budget adjustments are made in accordance with program changes.
- Match appropriations for specific programs with appropriations for broader programs, including items for emergency funds.
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
- Seek new ways to improve efficiency and increase revenues.
- Review operating budgets to analyze trends affecting budget needs.
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Perform cost-benefits analyses to compare operating programs, review financial requests, and explore alternative financing methods.
- Interpret budget directives and establish policies for carrying out directives.
- Develop performance measures for City departments that are tied to the annual budget.

- Compile and analyze accounting records and other data to determine the financial resources required to implement a program.
- Respond to internal and public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Performs other duties as assigned.

TYPICAL QUALIFICATIONS:

Bachelor's degree in accounting, finance, business administration or related field A Master's degree in a related field may substitute for experience. Two years of governmental accounting and budget analysis experience, and/or auditing experience. Job related experience may substitute for the required education on year-for-year basis.

When driving is a requirement of the classification: A valid State driver license is required at the time of appointment and must be maintained throughout employment.

SUPPLEMENTAL INFORMATION:

Knowledge of:

- Accounting and budgeting principles and practices especially in municipal government.
- Mathematics and bookkeeping as applied to municipal accounting.
- Pertinent Federal, State and local laws, codes and regulations.
- Basic principles and procedures of record keeping.
- Operations, services and activities of the city.
- Operational characteristics of modern office equipment and computers.

Ability to:

- Independently perform accounting tasks.
- Use computer software related to accounting and budgetary process.
- Interpret, explain and enforce department policies and procedures.
- Operate a variety of modern office equipment in a safe and effective manner.
- Prepare and maintain detailed and accurate financial and statistical records.
- Work independently in the absence of supervision.
- Interpret and apply Federal, State and local policies, laws, and regulations.
- Interpret, explain, and enforce departmental policies and procedures.
- Maintain financial and accounting records.
- Accurately count, record and balance accounting transactions.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and

stand; talk and hear; use hands to handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment where the noise level is usually quiet. Certain positions within the classification may require availability to work flexible schedule.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.waxahachie.com/>

Position #00036
BUDGET ANALYST
BC

401 S Rogers St
Waxahachie, TX 75165
469-309-4190

iholbert@waxahachie.com

Budget Analyst Supplemental Questionnaire

- * 1. Which one of the following best describes your experience performing complex and technical accounting work in the maintenance and analysis of records of revenues, expenditures and special program/project funds?
- I have no experience performing complex and technical accounting work in the maintenance and analysis of records of revenues, expenditures and special program/project funds.
 - I have limited experience performing complex and technical accounting work in the maintenance and analysis of records of revenues, expenditures and special program/project funds.
 - I have moderate experience performing complex and technical accounting work in the maintenance and analysis of records of revenues, expenditures and special program/project funds.
 - I have extensive experience performing complex and technical accounting work in the maintenance and analysis of records of revenues, expenditures and special program/project funds.
- * 2. Which of the following best describes your previous experience preparing budget estimates and revenue projections?
- I have no experience preparing budget estimates and revenue projections.
 - I have limited experience preparing budget estimates and revenue projections.

- I have moderate experience preparing budget estimates and revenue projections.
- I have extensive experience preparing budget estimates and revenue projections.

* 3. How much experience do you have in government accounting or finance?

- None
- Less than 1 year
- At least 2 year but less than 3 years
- At least 3 years but less than 5 years
- At least 5 years but less than 6 years
- 6 or more years

* 4. Please indicate the following areas in which you have experience. Select all that apply.

- Preparing highly complex journal entries
- Conducting fiscal analysis
- Accounting for developer agreements
- Experience with small government/non-profit entities and Quickbooks
- None of the above

* 5. Highest level of degree in accounting, finance, or related field?

- No Degree
- Bachelor Degree
- Masters Degree
- Higher that Masters Degree

* Required Question