

BUDGET ANALYST I
BUDGET ANALYST II

DEFINITION

To perform complex financial analysis related to preparing and monitoring the City-wide budget; to provide technical assistance to City departments as it relates to budget development and monitoring; and to research, analyze and review complex financial data.

DISTINGUISHING CHARACTERISTICS

Budget Analyst I – This is the entry level class in the Budget Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Budget Analyst II – This is the journey level class within the Budget Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Budget Analyst I

Receives general supervision from the Budget Manager.

Budget Analyst II

Receives direction from the Budget Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform professional technical and analytical work in the areas of City-wide budget development, monitoring and implementation.

Prepare fund summaries for use in preparation of the City's annual budget, mid-year review, and year end summary; analyze and recommend budget funding levels and determine impact of programs, cost proposals, and related matters.

Coordinate the City budget process, including preparation of the budget manual, development of schedules, worksheets and exhibits; monitor interdepartmental cost allocation and actual expenditures.

Approve capital equipment purchases based on approved budget; review and authorize accounts payable entries.

Coordinate with Finance Department staff and other City departments to ensure cost accounting and revenue collection systems are consistent with the approved budget; review accounting systems and procedures as related to area of program assignment and make recommendations for improvements and/or modifications.

Create, manage, and maintain inter-fund loans; perform annual budgeting of interest payments and payoffs; post and create journal entries for loan transactions; process year end audit for deferred interest and deferred liability balances and postings.

Maintain the City's Program Performance Budget and Quarterly Program Reports; track and report on departments' performance.

Provide assistance and advice to City departments in resolving budgetary issues; train City staff on budgetary process; prepare and maintain mid-year and annual budget instructions.

Maintain knowledge of current development and innovations in governmental financial management, including budget management and financial accounting systems.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Budget Analyst I

Knowledge of:

Principles and practices of generally accepted accounting and reporting practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Automated accounting and information systems.

Complex statistical research and analysis techniques.

Ability to:

Perform professional duties in the analysis of a variety of complex accounting and financial data.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn pertinent local, State, and Federal laws, rules and regulations especially as related to accounting, auditing, and budgeting requirements.

Apply accounting principles to the analysis of budgetary and accounting records; prepare financial statements and reports.

Maintain confidentiality as necessary.

Use automated accounting and information systems.

Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of professional financial, accounting, or budget experience.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in accounting, finance or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Budget Analyst II

In addition to the qualifications for the Budget Analyst I:

Knowledge of:

Principles and practices of budget development and financial accounting and reporting.

Principles and practices of governmental accounting, auditing, and financial reporting including GASB.

Pertinent local, State and Federal laws, rules and regulations, as related to area of assignment.

Ability to:

Independently perform professional duties related to the development and monitoring of the City-wide budget.

Develop technical reports and presentations.

Monitor assigned accounting and financial analysis activities ensuring compliance with local, State, and Federal requirements and professional standards.

Train staff in budgetary principles, practices and procedures.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of a Budget Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in accounting, finance or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

10-22-18

08-10-17

08-25-12

02-20-09

01-14-99

05-20-91

10-01-88

07-01-86

07-01-82 Administrative Analyst