



## **City of Phoenix BUDGET ANALYST II**

**JOB CODE 05440**

Effective Date: 6/13

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to support the preparation and administration of either the City's annual capital or operating budget by performing professional fiscal analysis and research duties. Work is performed under the general supervision of a Department Budget Supervisor, Budget Analyst III, or other supervisor. Some positions supervise Budget Analysts I or other fiscal staff. The Budget Analyst II classification is differentiated from Budget Analyst I by the complexity of work and the requirement of independent judgment based upon a broader background of experience.

### **ESSENTIAL FUNCTIONS:**

- Evaluates base budget request, recommends budget allowances, and develops detailed narrative explanations of changes;
- Assists with and participates in department's budgetary process;
- Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations;
- Coordinates the preparation of the detail budget documents through other employees, divisions, and departments;
- Provides advice and technical assistance with cost analysis, fiscal allocation, and budget preparation;
- Prepares budget summary schedules and department budget requests;
- Resolves budget problems for several major divisions of a City department;
- Evaluates capital project progress and/or departmental expenditure estimates and makes necessary adjustments;
- Summarizes budgets and submit recommendations for the approval or disapproval of funds requests;
- Analyzes and forecasts multi-year revenues and expenditures;
- Reviews and evaluates financial/budgetary information for Requests for Council Action, contracts, and other documents;
- Performs a comprehensive analysis of special projects and prepares reports as requested by the department;
- Prepares and evaluates departmental revenue estimates and makes necessary adjustments;
- Conducts research and prepares reports on special projects;
- Assists in grant tracking and reporting;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles, methods, and practices of municipal finance, budgeting, and accounting.
- Budget preparation.
- Software for spreadsheets and databases.
- Accounting/financial software.

Ability to:

- Analyze and interpret research findings.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Present ideas concisely and effectively, orally and in writing.
- Communicate orally with customers, clients, or public using a telephone, in a face-to-face, one-to-one setting, and in a group setting.
- Perform arithmetic calculations rapidly and accurately.
- Operate keyboard devices such as calculators or computers.
- Understand and follow oral and written instructions in the English language.
- Remain in a sitting position for extended periods of time.
- Prioritize own workload in order to meet various deadlines.
- Work cooperatively with other city staff and the public.
- Prepare, update, and use complex spreadsheets and/or databases.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of experience in governmental budgetary and finance activities, and a bachelor's degree in finance, accounting, statistics, or related field. Other combinations of experience and education that meet the minimum requirements may be substituted.



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