



City of Phoenix

BUDGET ANALYST I

JOB CODE 05460

Effective Date: 6/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to support the preparation and administration of the City's annual capital or operating budget and prepare special administrative management studies by performing specialized fiscal accounting duties. Incumbents analyze budget expenditure estimates and fund balances continuously and make necessary budget adjustments throughout the fiscal year. Work is performed under the general supervision of a senior Budget Analyst or Management Assistant, with considerable latitude allowed for applying initiative and judgment. Problems which deviated from policy or require policy determination are subject to review and approval of the administrative supervisor.

ESSENTIAL FUNCTIONS:

- Evaluates and prepares departmental expenditure estimates;
- Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations;
- Informs appropriate staff about budget problems and works with them in the installation, maintenance, and review of proper budgetary controls;
- Analyzes and reports research findings in clear, complete, and logical form;
- Provides advice and technical assistance with cost analysis, fiscal allocation, and budget preparation;
- Summarizes budgets and submit recommendations for the approval or disapproval of funds requests;
- Coordinates and prepares detailed annual budget with review and approval of department management;
- Prepares comprehensive technical reports showing revenues and expenditure analysis of City department's current financial position;
- Attends budget conferences and reviews budget requests;
- 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:



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Knowledge of:

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

Ability to:

- Perform arithmetic calculations in report form using electronic spreadsheet software.
- Perform arithmetic calculations rapidly and accurately.
- Operate keyboard devices such as calculators or computers.
- Work cooperatively with other employees and the public.
- Understand and follow oral and written instructions in the English language.
- Communicate orally with customers, clients, or public using a telephone and in a face-to-face, one-to-one, and in a group setting.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Present ideas concisely and effectively, orally and in writing.

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:

One year 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.