



Range: SG-14
FLSA Status: Non-exempt
Date: August 30, 2016

BUDGET ANALYST/PURCHASING COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To prepare, analyze, and coordinate the development of the City's annual operating and capital improvement budget. To analyze budget expenditure estimates and fund balances continuously and make necessary budget adjustments throughout the fiscal year. To assist with coordination of decentralized procurement functions and development of purchasing policies.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Director of Financial Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Compiles and analyzes both statistical and fiscal data as the basis for preparing specific schedules, tables, and narrative summaries that are included in various budget documents.
2. Performs complex financial analyses and statistical computations for various rate studies, salary increases, financial models and cost allocation plans.
3. Develops and analyzes benchmarking and performance management tools.
4. Analyzes national, state and local economic trends affecting the City and reports it to the Financial Services Director.
5. Develops, updates, and maintains citywide database systems for budget.
6. Prepares training materials and instructional manuals.
7. Assists in presentations at budget workshops; conducts training sessions for department budget liaisons.
8. Prepares periodic and ad-hoc financial reports and provides in-depth analysis of financial conditions and future trends.
9. Performs complex analysis of capital program funding sources and ensures all legal and statutory requirements are addressed.
10. Reviews, analyzes, and reports on the fiscal condition of governmental funds, proprietary funds, and fiduciary funds.
11. Researches and answers financial and budget inquiries submitted by staff, management,

citizens, other municipalities and the City Council.

12. Participates in the development and implementation of special projects and data processing computer applications.
13. Prepares the annual development impact fee report.
14. Prepares status reports on capital improvement projects.
15. Reviews and approves all purchase orders; coordinates and approves year-end rollover of purchase orders.
16. Manages city-wide procurements (e.g., quotes/bids for common supplies and office services) and maintains centralized approved vendor lists.
17. Verifies department procurements comply with policy (e.g., quotes/bids, purchase orders, etc.).
18. Drafts procurement and budgeting policies (e.g., equipment/vehicle replacements, etc.).
19. Coordinates capital asset retirements and disposals.
20. Reviews and commits accounts payable batches.
21. Maintains general ledger account structure.
22. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of Governmental Operating and Capital Improvement Project budgeting and controls.
- Principles and practices of accounts payable and variance analysis.
- Governmental accounting and auditing principals.
- Government Finance Officers Association (GFOA) Budget Standards.
- Procurement methods and practices.
- Effective performance measurements.
- Public administration concepts and theories.
- Statistical analysis and theory.
- Report writing techniques.
- Applicable federal, state, and local laws, rules, and regulations.

Ability to:

- Use a computer and related software applications.
- Analyze a variety of data and/or information and making recommendation based on findings.
- Conduct research.
- Coordinate capital improvement programs and projects.
- Interpret, apply, and manage program/project requirements.
- Monitor and administer budgets.
- Interpret direction, instruction, criteria, laws, rules and regulations, determine appropriate courses of action, and present solutions to issues.
- Produce and update documents on a computer using Word, Excel, Springbrook and other related products.
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction.
- Work and lead organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

- Encourage and facilitate environment for building team efforts and problem solving of work-related issues by employees.
- Implement and foster methods and best practices for positive and cooperative working relationships with those contacted in the course of work.
- Possess a valid Arizona driver's license.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Bachelor's Degree in Finance, Accounting, Business Administration, Management, or a related field, and five years of budget experience preferably in the public sector; or equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; possible exposure to noise, dust and inclement weather conditions; working around modern office equipment and machinery.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; general manual dexterity.