

## CHIEF BUDGET ANALYST

### **PURPOSE AND NATURE OF WORK**

Single position in this class oversees and participates in initiating, conducting, documenting and presenting quantitative analyses used in the processes of adopting and maintaining large government and utility budgets, for several departments of Lafayette Consolidated City Parish Government. Incumbent works under the direction of the Budget Manager; has supervisory responsibility for positions classified as Budget Analyst and has signature authority to approve budget revisions. Serves as the Budget Manager during absences.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Leads, oversees and participates in work of Budget Analysts. Serves as Budget Manager during absences in that position, attends meetings of the City / Parish Council, prepares and presents explanations; reviews proposed Ordinances, Budget Revisions and Fiscal Notes prior to submission to the Council. Determines whether revisions require Ordinances.

Monitors Funds according to Budget Manager's priorities, perform financial analyses with the objective of determining need for adjustments in income and/or expenses. Prepare projections of effects of changes made. Oversees, participates in, troubleshoots, and assures accuracy of the following: Forecasting of revenues for short or long term, compilation of report of recommendations and findings of revenue collections that are projected to be either over budgeted or under budgeted, preparation of adjustments to estimated revenues on quarterly basis. Follows through on recommendations. May conduct Departmental budget review hearings.

Prepare charts or manuals detailing sources of revenues, laws providing for revenue, which forecasting method applies and the mechanics of initiating and receiving the revenue. Maintains and makes adjustments to the financial system structure, including but not limited to setting up new funds, accounts, divisions and departments, accomplished by using software provided forms and fields.

Acts as a liaison to various departments and assists these with preparing budget revisions, and answering any questions regarding budget policy and procedure.

Certify and monitor funds against appropriations on a daily basis. Balances the general fund estimated revenues and appropriations on a monthly basis. Assist in analyzing and processing departmental budget amendments.

Assist in preparation of the annual budget document. This includes evaluating departmental budget requests, preparing salary and benefit calculations, and preparing graphs to compare data from the current fiscal year to previous fiscal years.

Subject to night and weekend work as required.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of governmental accounting, especially in the area of financial reporting, municipal and utility budgeting.

Thorough knowledge of Consolidated Government's organization, sources of revenues, and its expenses.

Knowledge of quantitative methods of projection and forecasting.

Knowledge of design and operation of different types of budget and reporting systems.

Knowledge of Federal Fund requirements, State laws, City-Parish Charter provisions or ordinances relating to the accounting of Consolidated Government funds.

Ability to establish productive working relationships with employees, managers, elected officials, consultants and general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in Accounting and substantial prior working experience in government and / or utility budgeting, control and forecasting; or an equivalent combination of education and experience.