

BUDGET ANALYST

PURPOSE AND NATURE OF WORK:

Positions in this classification perform quantitative and fiscal control and administrative tasks, either for a major department of the Lafayette Consolidated City Parish Government or in its central Budget Office. Incumbents work with substantial independence under general guidelines established by the Chief Financial Officer or Budget Manager, do not have the authority to approve budget revisions, and incumbents of the class in the Budget Office are expected to become prepared for more responsible positions in the Senior Budget Analyst class.

Incumbents report to a Departmental Director, Associate Director or the Budget Manager, and may be assisted by a clerical staff in the departments, but are not characterized by supervisory responsibilities,

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, and depend on the area of assignment.)

In the Budget Office, incumbents perform analyses of budgetary controls and inform managers in the field of proper procedures. Prepare monthly income and expense reports and projections, with analyses with the objective of determining need for adjustments in income and/or expenses. Prepare projections of the effect of these changes. Perform budget management for several departments as assigned. Analyze budget proposals submitted by the Departments. Act as a liaison to various divisions/departments by answering questions regarding budget policy and procedure; provide comprehensive budget management services for departments. Are subject to night and weekend work as required.

In the Departments, incumbents analyze departmental operations, make projections, prepare budget requests, test proposed budget against projections, submit proposed budget to Budget Office. Monitor funds, determine need for adjustments, participate in preparing budget revisions, ordinances, reports, and assure their accuracy. Represent departments in budget review meetings. Acts on behalf of Director to initiate and approve at the departmental level financial and budget transactions, subject to further review and approval by the central Budget Office.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

Thorough knowledge of department budget, business, income and expenses in area of assignment.

Thorough knowledge of budgetary rules, guidelines and accepted practices in Lafayette Consolidated City Parish Government.

Knowledge of commonly used personal computer and network applications such as spreadsheets, word processing, e-mail and scheduling.

Ability to read, interpret, apply and explain ordinances, statutes, policies and procedures in budget preparation, revision and reporting.

Ability to perform complex arithmetic calculations, including projections, based on information received, interpret, prepare and present reports.

Ability to perform under pressure and strict deadlines.

Ability to form and maintain productive working relationships with managers, elected officials, field personnel.

DESIRED EDUCATION AND EXPERIENCE:

Completed college coursework in accounting supplemented by substantial working experience in budget preparation and administration in a local government / utility setting; or an equivalent combination of education and experience.