

BUDGET ANALYST

PURPOSE AND NATURE OF WORK

Position is responsible for initiating, conducting, documenting and presenting quantitative analyses used in the processes of adopting and maintaining large government and utility budgets.

Incumbent works under the direction of and assists the Budget Manager; this is not a supervisory position.

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.)

Monitors Funds according to Budget Manager's priority, performs financial analyses with the objective of determining need for adjustments in income and/or expenses. Prepare projections of effects of changes made.

Forecasts revenues for short or long term. Attends/conducts monthly budget hearings with division heads and/or directors to review the status of actual revenue collections versus budgeted revenues. Compiles a report of recommendations and findings of revenue collections that are projected to be either over budgeted or under budgeted. Follows through on recommendations. Prepares adjustments to estimated revenues on quarterly basis.

Prepares charts or manuals detailing sources of revenues, laws providing for revenue, which forecasting method applies and the mechanics of initiating and receiving the revenue.

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

Certifies and monitors funds against appropriations on a daily basis. Balances the general fund estimated revenues and appropriations on a monthly basis. Assists in analyzing and processing departmental budget amendments.

Assists 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.

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.

Through 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 prior successful working experience in government and utility, finance budgeting, control and forecasting; or an equivalent combination of education and experience.