ASHEVILLE, NORTH CAROLINA

Classification Specification

Budget Analyst
Job Code: 1585
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to prepare, submit, and monitor budgets for City departments.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists in development, recommendation, and submission of department budgets: provides information and answers questions regarding budget process; reviews existing plans; reviews departmental operating budget requests for completeness and consistency and to prepare for technical review meetings; makes recommendations regarding funding levels; analyzes and estimates revenue and expense trends; and identifies and recommends alternatives.

Monitors budgetary compliance: conducts monthly reviews comparing budget to department reports; ensures compliance with approved budget; identifies potential problems and informs supervisor, department heads, and program administrators; recommends solutions; and compiles related reports.

Maintains and analyzes department budgets: performs analysis to determine sources of savings, fund availability, etc.; assists departments with daily budget tasks; reviews staff reports for Council budget amendments; enters,

approves, and posts budget transfers and amendments; monitors funding availability; and enters transfers between accounts to cover overages as needed.

Develops and produces annual budget documents: reviews and makes changes to budget document narratives; updates charts and graphs; ensures consistency in budget numbers; updates community profile; and coordinates with document publishers.

Compiles and/or monitors administrative and statistical data in support of cost allocation plans: coordinates data acquisition and analysis with departments; and prepares and submits related reports.

Conducts budget training: trains City departments regarding budget entry in accounting software, budgeting policies, procedures, and processes, etc.; provides information and answers questions; troubleshoots system issues and problems; and initiates and recommends problem resolution.

Prepares a variety of budget materials, reports, charts, graphs and documentation for various City Council committee and board meetings: makes budget presentations to commissions, committee, boards, and others as directed.

Communicates with City officials, supervisor, other City employees, consultants, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, budget transfers, staff reports, cost allocation data, budget requests, personnel records, budget documents, budget amendments, training materials, memos, analysis and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Public Administration, Finance, or a related field required; this classification is considered an entry-level professional position, however previous work experience is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain North Carolina Local Government Budget Certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.