

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB479 Budget Analyst I
POSITION #/TITLE: 2392 Budget Analyst I	Adopted: 06-10
	Revised: 08-15

POSITION DESCRIPTION

Dept: Finance-Administrative Services	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 12
Reports To Position #/Job Code #/JC Title: 2535/NB017/Assistant Finance Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard and Advanced Excel; Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Perform a variety of budget and related duties to assist with the preparation and administration of the City's operating and capital budgets. Specific duties include prepare and administer budget, documents, and reports and identify concerns/issues.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished from other accounting positions due the level of involvement with budget.

Examples of Essential Work (Illustrative Only)

Assists with implementing city-wide financial policies and procedures to meet reporting, budget, and other related needs;
Assists with the proper use of operating and capital budgets;
Coordinates the preparation and administration of operating and capital budgets while providing assistance and guidance;
Performs fiscal and statistical budget research;
Assists with cash flow projections;
Manipulates and uses reporting tools using financial systems and software;
Assists with city-wide financial initiatives to improve efficiency and effectiveness;
Provides information and guidance to employees in Departments;
Attends training to remain current on governmental accounting principles and practices;
Performs internal audits to monitor accounting and budget records to ensure compliance with all established City policies;
Reviews and posts transactions to the general ledger;
Audits general ledger to ensure integrity in transactions;
Determines, prepares, and records necessary journal entries in financial system including monthly allocations and recurring entries;
Prepares reports relating to the general ledger;

Performs tasks and job duties as requested by Assistant Finance Director in absence of other Budget Analyst classes;
Coordinates with outside auditors to facilitate the auditing process;
Assists with the implementation of automated accounting system;
Accesses various systems for financial transactions;
Performs other budget tasks and special projects as needed;
Develops and delivers presentations and attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;
Comprehensive knowledge of State and Federal fund accounting, auditing, budgeting, and reporting requirements for all governmental funds such as Enterprise Fund, General Fund, Internal Service Fund, Special Revenue Fund, Capital Project Fund, Debt Fund, and Trust & Agency Fund;
Thorough knowledge of computer and data processing technology as applied to financial, budget, accounting, and auditing utilizations;
Thorough knowledge of financial office procedures and practices;
Good knowledge of the practices, methods and laws relating to grant program compliance;
Good knowledge of the business arithmetic and statistical preparation used in compiling financial reports;
Ability to interpret Department budget requests and needs and translate into concepts of budget development;
Ability to prepare and provide accurate and reliable information;
Ability to determine appropriate accounting methods for control and reporting purposes;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to communicate effectively and maintain working relationships with elected officials, State and Federal officials, other City employees and the public;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ability to prioritize own workload to meet various deadlines;
Ability to handle confidential information with discretion according to Finance Department and City policy;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or a closely related field; and
Considerable experience in governmental accounting; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;

Required Special Qualifications

None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hardcopy forms;

Sufficient manual dexterity which permits the employee to operate a keyboard and to make handwritten notations;

Sufficient personal mobility which permits the employee to attend and observe the work in other offices and field work locations.