

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB480 Budget Analyst II
<b>POSITION #/TITLE:</b> 2391, 2394, 2395 Budget Analyst II	<b>Adopted:</b> 06-10
	<b>Revised:</b> 08-15

<b>POSITION DESCRIPTION</b>
-----------------------------

<b>Dept:</b> Finance-Administrative Services	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 13
<b>Reports To Position #/Job Code #/JC Title:</b> 2535/NB017/Assistant Finance Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Microsoft Word; Microsoft Excel; Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
------------------------------------

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 monitor the City budget for proper use of operating and capital budgets, prepare and administer budget, documents, and reports, and identify concerns/issues and make recommendations. In addition will develop and implement financial policies and procedures and create methods to extract budget and related data from various information systems. In the absence of the Assistant Finance Director an employee in this class may temporarily perform tasks and supervise other Budget Analysts.

<b>Distinguishing Features of the Class</b>
---

Considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished from other Budget Analyst classes and accounting positions due to the complexity, proficiency, and high level of involvement with budget and financial software, involvement with financial policy and procedure creation and implementation, and the leadership and supervision skills required.

<b>Examples of Essential Work (Illustrative Only)</b>
---

- Develops and implements city-wide financial policies and procedures to meet reporting, budget, and other related needs;
- Responsible for proper use of and demonstration of operating and capital budgets;
- Coordinates the preparation and administration of operating and capital budgets while providing assistance and guidance as well as identifying concerns and recommending solutions;
- Performs fiscal and statistical budget research;
- Coordinates cash flow projections;
- Responsible for creating reporting tools using financial systems and software;
- Coordinates city-wide financial initiatives to improve efficiency and effectiveness;
- Provides leadership, information, guidance, training to employees in Departments and the Budget Analyst class;

Reviews publications and 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;  
Performs tasks and job duties as requested by Assistant Finance Director in absence of Budget Manager or other Budget Analyst classes;  
In absence of Assistant Finance Director may act as supervisor to 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 analyze and interpret complex financial data, make recommendations & conclusions, and report;  
Ability to prepare and provide accurate and reliable information;  
Ability to determine appropriate accounting methods for control and reporting purposes;  
Ability to create and implement financial and budget policies and procedures;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to supervise, train, and evaluate the work of others;  
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.