



CITY OF CAMARILLO

Budget Analyst

Job Code: 605

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs a variety of complex, responsible, and varied professional, analytical, financial, management, and/or other administrative duties in providing responsible staff support in the preparation and development of City budgets; and conducts research and analysis in a variety of areas including financial planning, financial operations, and operations of different work processes.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in the preparation of operating budgets including mid-year and annual preliminary and final budgets; schedules budget preparation tasks to meet established deadlines; provides training, guidance, and technical assistance to departmental staff as necessary; serves as liaison to departments during budget process; reviews budget input for completeness and accuracy; participates in the review and analysis of departmental budget requests; reviews and analyzes calculated revenue and cost estimates; participates in budget meetings/conferences and provides recommendations/changes to budget requests; prepares worksheets, schedules, and exhibits for the City Council adoption packet and formal budget document; assists in the presentation of the operating and capital budgets including charts, graphs, and other presentation material to the City Council.
2. Participates in the development of the capital budget; provides analysis of prior years revenue sources and actual expenditures; works with staff on project budget estimates and distributions; performs budget input into the budgeting system; verifies completeness and accuracy of the financial information contained in the capital improvements projects document; assists with implementation and administration activities throughout the year.
3. Prepares interim cash flow statements as necessary; analyzes and evaluates revenue and expenditures budgets; projects timing of the sources and uses of funds.
4. Provides grant financial management and reporting to various department staff; monitors grant activity for compliance; collects, analyzes, and compiles financial data for submission of reimbursement claims to federal, state, and local agencies.
5. Performs account and project analysis and reconciliation; provides regular review of financial activity; reports relevant information to management and staff.
6. Prepares revenue and expenditure financial summary memorandum; reviews and evaluates financial data; provides summary of the City's financial position to management and staff.

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7. Assists with the Community Service Grants process; prepares presentation for informational workshop; reviews applications and analyzes financial information provided within; responds to questions from and provides information to community service organizations and groups; contacts organizations and groups regarding clarification of information on applications; provides recommendations to management and makes revisions as requested; prepares agenda report, exhibits, and presentation to the City Council.
8. Assists in the preparation of SB90 claims; works with consultant to gather, review, and submit required information; attends training to review legislative impacts and pertinent changes to the process; monitors claim submittal and reimbursement; provides reconciliation to management.
9. Reviews and verifies the accuracy of Agenda Report budget impact statements; reviews staff reports for financial accuracy; provides change recommendations to management and staff as needed.
10. Prepares annual fee and rate study; revises/updates and calculates costs for study; prepares worksheets and summary for management review.
11. Assists with year-end procedures; reviews and analyzes various revenue sources and prepares necessary accrual entries; prepares worksheets and enters budget adjustments for encumbrance and project rollover budgets; prepares various audit schedules as required; assists in the performance of audits of financial records as necessary.
12. Assists in the preparation of the Comprehensive Annual Financial Report (CAFR); reviews and analyzes financial data to provide narrative for inclusion in the CAFR.
13. Reviews and verifies the Ventura County Sheriff's Department monthly invoice for services; verifies accuracy of charges; communicates with Sheriff's Department regarding any discrepancies or questions.
14. Performs other duties in support of the Finance Department; prepares various worksheets for management review; monitors and reviews budget impact and implication of charges; prepares budget amendments as approved by City Council; prepares adjusting journal entries and budget transfer requests; assists with daily cash management and payroll functions; reviews and approves accounts payable, accounts receivable, and purchase order batch reports; prepares payroll checking bank reconciliations; participates in capital improvement projects coordination meetings; reviews status of projects and discusses financial impacts on budget; prepares special reports/studies as required by management.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a budget program.

Budget development, monitoring, and reporting principles and practices.

Theory, principles, and practices of public agency financial management including general and governmental accounting, fund accounting, grant accounting, general ledger accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

Data processing applications related to accounting and budgeting procedures and practices.

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Financial analysis and modeling methods and tools.
Principles and practices of automated financial systems.
Organization and operation of municipal government.
Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
Techniques and formulae for administrative, financial and comparative analyses.
Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Plan, organize, coordinate, and evaluate assigned services and activities.
Participate in the development and monitoring of departmental, divisional, and program/project operating and capital project budgets, costs, and schedules.
Perform the full range of complex and difficult professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
Examine and verify accuracy of financial documents, reports, and transactions.
Prepare long-range revenue and expenditure projections.
Analyze and review financial data to develop forecasts and trends.
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.
Prepare clear and concise technical, administrative and financial reports.
Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Plan and organize work to meet changing priorities and deadlines.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or in a related field.

Experience:

Two years increasingly responsible professional level municipal accounting experience; experience developing and monitoring budgets in a public agency is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

April, 2008
Johnson & Associates