



City of Tempe

MUNICIPAL BUDGET & FINANCE ANALYST I+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	321	<i>Department / Office:</i>	Municipal Budget
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Municipal Budget and Finance Analyst II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Municipal Budget and Finance Analyst series. This class is distinguished from the Municipal Budget and Finance Analyst II+ by the performance of the more routine administrative and analytical duties assigned to positions within the series including assisting in the city budget preparation and administration; conducting fiscal impact analyses; revenue and expenditure forecasting; and conducting administrative and systems studies. Since this class is typically used as a training class, employees may have only limited directly related work experience.

REPORTING RELATIONSHIPS

Receives general supervision from the Municipal Budget Director and the Senior Municipal Budget and Finance Analyst.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One (1) to two (2) years of experience in budget, finance, economics, management analysis, or accounting work preferably in government.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in accounting, finance, statistics and research, economics or a degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of professional level administrative and analytical work involving the preparation, study and application

of City budgets and finances; and to perform duties involved in the research, analysis and development of efficient systems.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Participate in the City's annual operating budget preparation and administration within prescribed deadlines; assist in preparing the budget software system and documents for the annual budget process; compile, review and analyze operating budget data submitted by departments; perform follow-up with departments to resolve data discrepancies; analyze, review and prepare personnel costs for the annual budget
- Participate in the City's annual capital improvement program (CIP) budget preparation and administration within prescribed deadlines; assist in preparing the budget software system and documents for the 5-year CIP process, assist with the capital debt management plan; compile, review and analyze CIP project data submitted by departments for the annual 5-year CIP program; perform follow-up with departments to resolve data discrepancies; assist with prioritizing and sizing of the capital program. Participate in preparation and completion of the City's Annual Budget document.
- Advise management, departments, and divisions on budget issues, policies, and procedures and assist them in the maintenance of proper budgetary controls.
- Prepare and perform financial and personnel related system tasks, including budget journals and transfers
- Perform comprehensive multiyear econometric models and scenarios; financial projections and plans involving revenue and expenditure forecast analysis.
- Monitor city-wide and departmental expenditure and revenue patterns; prepare and distribute budget reviews; prepare Quarterly and Annual revenue and expenditure reports.
- Conduct research and analysis for budget related special projects assigned by the Municipal Budget Director.
- Prepare and present at budget training session, annual budget kick-off meetings, workshops, and Council work study sessions.
- Conduct administrative and systems studies; evaluate, and prepare reports and recommendations for improving policies, procedures, methods, and systems of operation; assist department and division heads in developing and improving operational objectives.
- Design and conduct surveys; economic impact studies; utility rate reviews; and prepare proposals on financial and staffing requirements; design, develop and perform various independent statistical and research studies to monitor economic processes affecting the budget, including upcoming legislative issues.
- Present financial analysis to council committees; present policy analysis or other financial feasibility studies to senior management, council committees, and policy makers.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in stationary position for long periods of time;
- Operates office equipment, such as computers, copy machine and calculators;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Reviewed October 1993

Revised December 2000

Revised February 2001

Revised February 2006 (job title, duties, and MQ)

Revised October 2015 (job title, duties and MQ)

Revised January 2021 (update job title, remove from flex series, and job duties)