



*The City Beautiful*

## **City of Coral Gables Job Description**

<b>Job Title:</b>	Management and Budget Analyst	<b>Prepared Date:</b>	8/2016
<b>Department:</b>	Finance	<b>Approved By:</b>	
<b>Classification:</b>	0347		Elsa Jaramillo-Velez
<b>Pay grade:</b>	24E		Diana M. Gomez
<b>FLSA:</b>	Exempt		Cathy Swanson-Rivenbark



### **Summary**

This is responsible, complex and technical work in the preparation and maintenance of the City budget, financial reports and related documents. Responsibilities include, but are not limited to, assisting with the design, implementation and monitoring of performance indicators; reimplementation and monitoring of the Strategic Management Plan; assisting in the preparation of the annual budget and Capital Improvement Plan (CIP); projecting revenues and expenditures; creating audit reports; designing and preparing graphs using Microsoft products (or similar); assisting with researching and applying for grants; tracking and monitoring grants; and providing budgetary/technical support to departments and Finance Department staff. Must be able to exercise initiative and independent judgment.

### **Essential Duties and Responsibilities**

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.

Assists the Assistant Finance Director for Management & Budget in the preparation of the annual budget estimate and adopted budget. Records, itemizes, reconciles and revises budget information. Summarizes and projects revenues and expenditures. Audits budget submissions and verifies accuracy. Prepares documents, charts and graphs for inclusion in the annual budget estimate and adopted budget.

Assists the Assistant Finance Director for Management & Budget in the preparation of the Five Year Capital Improvement Plan. Audits capital budget submissions and verifies accuracy. Prepares documents, charts and graphs for inclusion, in the Capital Improvement Plan.

Assists in the design, implementation and monitoring of citywide performance indicators.

Assists in the design, re-implementation and monitoring of the City's annual strategic management/department work plans.

Prepares the monthly budget variance reports for each City Department. Assists department staff in budget reviews. Adjusts accounts, performs end of year adjustment to departmental budgets.

Reviews budget procedures and analyzes operating programs to maintain compliance with the authorized budget.

Assists with the preparation of official documents for tax and budget certifications.

Performs cost benefit studies, cost allocation projections, fiscal analyses, statistical studies and budget reports as directed.

Assists Budget staff with long and short-range planning and budget forecasts.

Monitors requisitions, change orders, invoices and budget adjustments.

Organizes accounts and initiates necessary adjustments to the operating budget.

Assists in the preparation of vacancy reports for use during City Commission meetings, as well as for the quarterly financial reports and annual CAFR.

Operates financial systems to maintain and prepare budgets, reports and documents. Compiles, downloads and reformats data.

Identifies system and organizational difficulties hindering the accomplishments of departmental objectives.

Assists all City departments in the research needed to apply for available county, state, federal and private grants.

Implements, monitors and updates procedures and guidelines for City departments.

Assists in the preparation of all grant reimbursement, quarterly status and closeout reports, and analyzes and reconciles grant reports to general ledger revenue and expenditure accounts.

Assists Grant Managers, internal, external, federal, state and/or local auditors when audits of City grants are conducted.

Prepares (or assists in preparing) the schedule of financial assistance/single audit for external auditors.

Assists accounting staff, as directed, during the preparation of the annual financial report.

Performs special projects or other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of the principals and practices of accounting and municipal budgeting. Knowledge of the information, procedures, deadlines and computer programs required to produce the City's Budget Book, CIP, CAFR and related reports and documents. Knowledge of department regulations, practices and procedures. Ability to perform complex, detailed work with limited supervision. Ability to monitor, revise, reconcile, consolidate budget information, and troubleshoot mathematical errors. Ability to summarize and project revenues and expenditures and prepare computer generated data presentations. Ability to analyze operating programs. Ability to monitor accounts, analyze costs, maintain general ledgers and prepare complex financial statements. Ability to operate a computer, calculator and other office equipment; and to utilize, adjust and maintain required computer programs. Ability to work independently. Ability to establish and maintain effective working relationships with co-workers and City administrators.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately

performed indoors in a quiet to moderately noisy environment. Involves prolonged use of computers. Must be able to lift, carry and or push articles weighing up to 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Minimum Education and Experience**

A Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or a related field.

Minimum three (3) years of budget/finance analysis experience; municipal experience preferred.

Any appropriate combination of relevant education and/or experience may be considered. The requirement of a Bachelor's Degree may be waived if a candidate possesses exceptional/significant experience in the budget/finance field.

Valid Florida Driver's License.