



Budget Analyst

Salary Range: \$24.93 – \$37.40/hr
Deadline for Applications: January 26, 2018
Plus Benefit Package



The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world’s largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross-country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2010 U.S. Census, the population of the Town of Payson was 15,301. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

The Department

The Financial Services Department maintains the financial integrity of the Town of Payson through effective fiscal oversight. This is achieved by providing effective accounting policies, procedures, systems and controls, by providing accurate and useful financial information to management, outside agencies and citizens. In addition to accounting for the Town's revenues and expenditures, the following functions are managed by Finance staff: annual audit and budget processes, cash management, accounts payable, fixed assets, special accounts receivable, grant monitoring, banking relations, monthly reporting, and debt service.

The Position

The Budget Analyst is responsible for assisting in the overall process of preparing and administering the Town’s annual budget, five-year Capital Improvement budget and multi-year revenue/expenditure projections. An incumbent of this position compiles and analyzes both statistical and fiscal data as the basis for preparing schedules, reports, tables and narrative summaries. The Budget Analyst is responsible for preparing or for assisting in the preparation of: Popular Annual Financial Report (PAFR), Comprehensive Annual Financial Report (CAFR), Financial Trend Monitoring System (FTMS), Capital Improvement Plan (CIP) and other reports, as requested.

The Ideal Candidate

Minimum Qualifications

Applicant must possess a Bachelor’s degree in public or business administration, accounting, finance or related field; three (3) years responsible administrative experience in accounting or budget development, preferably in a municipal or governmental setting; or any equivalent combination of education and experience which provides the required skills and abilities for the position.

Requirements

- Extensive knowledge of principles, practices, process and laws related to municipal budgeting, accounting, finance and fiscal operations
- Knowledge of research, statistical modeling techniques, analytical techniques and forecasting methodologies
- Knowledge of the principles and practices of performance measurement and benchmarking

****PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS AND REQUIREMENTS****

Benefits

Paid Time Off: Full time general positions accrue 156 hours of paid time off per year for the first 2 years of service. Full time Fire Department shift positions accrue 234 hours of paid-time-off for the first 2 years. Accruals increase with years of service.

Holidays: Full time positions (minimum 30 hours per week) accrue 10 paid, eight-hour holidays per year. Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, and Christmas Day.

Personal Days: Management positions accrue 24 hours of personal leave per year. Any personal time hours remaining on December 31, will be deleted.

Health Insurance: Positions with a minimum of 30 hours per week are eligible for employee/employer cost shared medical, dental, vision and life insurance benefits. Additional employee paid life insurance, AD&D, short and long-term disability benefits are also available.

Retirement: Employer/Employee contribution shared participation is required for full time positions. General positions will participate in the Arizona State Retirement System. Certified Police and Fire positions will participate in the Arizona Public Safety Personnel Retirement System.

Application Procedure

Filing Information: This recruitment will close at **4:00 p.m. MST** on the deadline date. Please submit a completed Town of Payson employment application. We require either a Town of Payson employment application or a current resume, but we prefer to receive both documents. Faxed applications and/or resumes will be received at (928) 474-1151. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the employment page of the Town of Payson's website at <http://www.paysonaz.gov/Departments/hr/employment.html>.

Candidate Selection: Only those candidates who appear best qualified, based on the requirements of the job description and review of all submitted applications and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job related experience, knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information in the application. The Town of Payson will NOT accept any additions, corrections or revisions to a candidate's application or supplemental documentation after the deadline for accepting applications has passed.

You will be contacted if you are selected for an interview. You will also be contacted by postal mail if you are not selected to participate in the testing and interview process. We are not able to respond to follow-up e-mails or phone calls.

General Comments: The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. The job description is subject to change as the needs of and requirements of the job changes.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. Town employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The Town of Payson is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and provide evidence of entitlement to work in the United States. We verify through E-Verify.

Please note: Town applications are public record.

Town of Payson
Job Description

Position Title: **Budget Analyst I**

FLSA Classification: **Non-Exempt**

Pay Grade: **64**

Department: Financial Services

Reports To: Finance Manager

Approved By:

The fundamental reason this classification exists is to support the preparation and administration of the Town's annual budget and prepare special administrative management studies by performing specialized fiscal accounting duties. Incumbents analyze budget expenditure estimates and fund balances continuously and make necessary budget adjustments throughout the fiscal year. Work is performed under the general supervision of the Finance Manager, with considerable latitude allowed for applying initiative and judgment. Problems which deviated from policy or require policy determination are subject to review and approval of the Chief Fiscal Officer.

GENERAL PURPOSE

Responsible for assisting in the overall process of preparing and administering the Town's annual budget, five-year Capital Improvement budget and multi-year revenue/expenditure projections. Compiles and analyzes both statistical and fiscal data as the basis for preparing schedules, reports, tables and narrative summaries. Responsible for preparing or for assisting in the preparation of: Comprehensive Annual Financial Report (CAFR), Popular Annual Financial Report (PAFR), Financial Trend Monitoring System (FTMS), Capital Improvement Plan (CIP), Annual Budget document, and other reports, as requested. This is the fourth of six classifications.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Evaluates and prepares departmental expenditure estimates;
- Provides technical assistance to the Town staff; works closely with departments to develop and implement current and future year budgets in a comprehensive and timely manner.
- Informs appropriate staff about budget problems and work with them in the installation, maintenance, and review of proper budgetary controls;
- Provides advice and technical assistance with cost analysis, fiscal allocation, and multi-year revenue and expenditure forecasting;
- Coordinates and prepares detailed annual budget and related documents with review and approval of department management;
- Prepares comprehensive technical reports showing revenues and expenditure analysis of Town department's current financial position; Update annual and quarterly budget estimates;
- Attends budget conferences and reviews budget requests;
- Evaluates capital project progress and/or departmental expenditure estimates and makes necessary adjustments;
- Reviews and evaluates financial/budgetary information for requests for Council action, contracts, and other documents;
- Performs a comprehensive analysis of special projects and prepares reports as requested by the department;
- Analyzes changes in operating or capital fund balances, prepares comprehensive reports on the financial condition of operating and capital funds, and recommends solutions to identified problems;
- Develops all legal budget adoption schedules, ordinances and requests for Council action in conformance with statutory requirements;

- Conducts comprehensive analysis of selected major revenue sources and prepares alternative revenue increase reports or recommended estimates;
- Compiles and records statistical information;
- Develops and updates forecast models for a variety of programs.
- Analyzes business operations, trend costs, revenues, financial commitments and obligations, to project future revenues and expenses or to provide advice;
- Provides assistance with complex governmental accounting issues and recommends efficient and effective budget and accounting strategies;
- Researches and analyzes financial information to coordinate and implement the budget process and develop strategies and alternatives that focus on operational improvements, innovation and change.
- Coordinates the preparation, review, evaluation and monitoring of the capital improvement plan; monitors and updates operating and capital budgets to reflect budget adjustments and funding changes.
- Performs complex financial analysis and statistical computations for various rate studies, salary increases, financial models and cost allocation plans; develops and analyzes benchmarking and performance management tools.
- Analyze local, State and Federal economic trends affecting the Town and prepares impact reports and presentations for the Town Council, senior management and the general public.
- Develops, updates and maintains computerized budget software module.
- Prepares training and instructional manuals relating to assigned area; gives presentations at budget workshops; conducts training sessions for department budget liaisons.
- Assists in identifying and analyzing revenue sources to finance various operating and capital programs and projects.
- Prepares ad hoc financial reports and provides in-depth analysis of financial conditions and future trends.
- Performs complex analysis of capital program funding sources and ensures all legal and statutory requirements are addressed.
- Monthly reviews, analyzes and reports on the fiscal condition of all Town's funds and creates financial report for the Town Council, management and the general public.
- Researches and answers financial and budget inquiries submitted by staff, Town Council, management and the general public.
- Participates in the development and implementation of special projects.
- Prepares journal entries for review and approval of the Finance Manager.
- Assists with cash receipts, cash management, accounts receivable, and invoicing functions.
- Assists with year-end and audit process; provides statistical schedules for CAFR.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

PERIPHERAL DUTIES

- Performs other duties, which may be assigned from time to time.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in public or business administration, accounting, finance or related field.
- Three (3) years responsible administrative experience in accounting or budget development, preferably in a municipal or governmental setting.
- Any equivalent combination of education and experience that provides the required skills and abilities for the position.

Certifications & Licenses:

- Must possess, or be able to obtain by the time of hire, a valid Arizona drivers license without record of suspension or revocation in any state.

Knowledge, Skills and Abilities:

- Extensive knowledge of principles, practices, process and laws related to municipal budgeting, accounting, finance, and fiscal operations.
- Knowledge of research, statistical modeling techniques, analytical techniques and forecasting methodologies.
- Knowledge of the principles and practices of performance measurement and benchmarking.
- Knowledge of basic computerized data processing principles.
- Knowledge of the principles and practices of public administration and local government structure and services.
- Knowledge of local, State and Federal laws, rules and regulations affecting municipal budgeting.
- Ability to perform complex economic and policy analysis.
- Ability to conduct studies utilizing statistical and spreadsheet software programs.
- Ability to research and analyze data and draw logical conclusions.'
- Ability to work independently on major projects.
- Ability to conduct employee training.
- Ability to meet the public, to understand their questions and to make satisfactory explanations in a courteous and helpful manner.
- Ability to maintain good working relationship with staff, other Town employees and the general public.
- Ability to cross train in other areas within the department.

Additional Requirements:

- Some positions may require the use of personal or Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized to use a Town vehicle or if the employee does not have personal insurance coverage.
- Some positions may require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database software; calculator, copy and fax machine, phone.

PHYSICAL DEMANDS

The Physical demands described 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 functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the

ability to adjust focus. The employee is occasionally required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to use hands to finger, handle, grasp, feel and operate instruments or controls, and reach with hands and arms. Requires repetitive movements standard in office related activities such as typing, sitting and standing, talking in person and via the telephone.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office.

MENTAL ACTIVITIES

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date