

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** Budget and Finance Analyst

**DEPARTMENT:** Finance

**E-PLAN**  
**SG:E2-6**  
**CS:N**  
**FLSA:N**  
**EEO4CODE:PR**

#### **JOB SUMMARY:**

Assists the Budget Manager in the development and administration of the City's budget including preparation of the budget document. Performs independent budget, financial and policy analysis, analytical research and cost analysis. Prepares budget and financial reports and analysis for internal and external use. Provides support for City-wide financial analysis and other Finance Department projects and activities as assigned.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Budget Manager. Works under general direction and the guidance of applicable department, City, State and federal policies procedures and regulations. May oversee the work of other departmental staff or temporary employees as assigned

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Assists in the development of the City-wide budget. Reviews data and identifies information needed to support budgeting. Compiles, analyzes and interprets confidential and sensitive financial data used for financial analysis and budget planning and development.
2. Maintains budget system data. Works collaboratively to maintain integrity and currency of data within the system by entering, selecting, reviewing, analyzing, reconciling and modifying records. Ensures appropriate fund allocations and performs research to resolve discrepancies.
3. Performs analytical research and cost analysis as requested. Designs and conducts research and analysis projects to support budget administration, financial decision-making, forecasting and policy development. Assesses fiscal impacts of budget policy and administrative actions.
4. Prepares specialized reports requiring a broad knowledge of City accounting, payroll and budget procedures. Works with staff to identify information requirements and develops standard and ad hoc reports to meet the needs of departments and administration. Selects and utilizes the appropriate method to prepare, maintain and support a variety of reports.
5. Prepares the City's budget document and related printed, electronic and presentation files.
6. Provides information and assistance regarding the budget process to City department personnel and ensures compliance with budget policies and procedures. Prepares ordinances to amend the budget and implement financial policy.

## **Budget and Finance Analyst**

7. Supports and assists in other Finance Department activities such as annual development of the CAFR, revenue collection analysis, policy development and financial systems upgrades and maintenance.
8. Develops and recommends process improvements, innovative solutions and procedural changes. Recommends budgeting system improvements and modifications to meet changing needs or to resolve problems identified as a result of system and data analysis. Develops implementation and communication plans and tools. Drafts or revises related policies and procedures.

### **ADDITIONAL WORK PERFORMED:**

1. May serve as project manager for specific budget or finance initiatives, as assigned.
2. Performs other related work of a similar nature and level.

### **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

#### Knowledge of:

- Modern principles and practices of public finance administration, to include budget control and revenue projection principles.
- State-mandated rules and regulations for budget development.
- State of Washington Budgeting, Accounting and Reporting System (BARS).
- Municipal administration and familiarity with the functions and activities of the departments and divisions of municipal government.
- Financial analysis techniques.
- General knowledge of scripting languages such as Python.

#### Skill in:

- Strong computer skills including the ability to learn and utilize a variety of software including word processing, spreadsheet, database management and budgeting software.
- Excellent oral communication and interpersonal skills.
- Excellent literacy skills including business and technical composition for initial preparation of budget and budget related documents.
- Problem analysis and decision making, strategic and project planning and organizing, time management and critical thinking skills.

#### Ability to:

- Analyze, evaluate and summarize complex and technical financial and management records for accuracy and conformance to procedures, rules and regulations.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Organize and manage multiple priorities to achieve maximum efficiency and meet deadlines.
- Exercise sound and ethical judgment in the decision-making process.
- Ability to use independent judgment, work independently and assume responsibility.
- Handle information with professionalism and discretion and maintain the confidentiality of sensitive information and materials.
- Attention to detail and ability to recognize data anomalies.
- Provide oral and written instructions and act as an information resource on budget and financial issues.
- Interact with the public, officials, other City staff and representatives of other agencies using courtesy and tact in sensitive or high-pressure situations.
- Maintain consistent and punctual attendance.

## **Budget and Finance Analyst**

- Ability and willingness to demonstrate the public service competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally transport objects weighing up to twenty-five (25) pounds.

### **WORKING ENVIRONMENT:**

Work is performed primarily in an office setting with the majority of time at a computer workstation. Work is performed in an environment that experiences frequent interruptions. This is a sedentary position with minimal physical exertion requirements.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's Degree with major study in statistics/decision science, accounting, business administration, public administration, or related field.
- Two years of professional experience in budget, financial analysis or accounting program analysis.
- Demonstrated experience working with database management, spreadsheet and word processing software required.
- Experience in public sector budgeting or accounting strongly preferred.
- Experience with financial systems and reporting tools preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

### **NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal background check.

**PREPARED BY:** A. Sullivan  
8/14

**REVIEWED BY:** \_\_\_\_\_

Andrew Asbjornsen, Finance Director

**REVISED BY:** F. Longman  
A. Sullivan  
11/19