



# City of Tempe

## MUNICIPAL BUDGET & FINANCE ANALYST I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	321	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Budget	<i>Salary / Hourly Minimum:</i>	\$61,152
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$82,555
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Municipal Budget and Finance Analyst II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

**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/III+ 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 Municipal Budget and Finance Analyst Level III+.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One to two years of full-time, professional experience in budget, finance, economics, management analysis, or accounting work preferably some of which is in government.
<i>Education:</i>	Requires a 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.
<i>License / Certification:</i>	None

**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.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Participate in annual operating, capital and city budget preparation and administration; conduct fiscal / economic impact studies and cost / benefit analyses; coordinate the preparation of manuals and comprehensive and timely budget documents.
- Perform comprehensive multiyear econometric models and scenarios; financial projections and plans involving revenue and expenditure forecast analysis.
- Research economic trends at national, regional, state and local levels.
- Assist in developing city financial policies.
- Conduct city-wide base budget hearings; monitor city-wide departmental patterns; prepare and distribute budget reviews.
- Advise management, departments, and divisions on budget problems, policies, and procedures and assist them in the maintenance of proper budgetary controls.
- Assist with the preparation and administration of the city's capital improvement program, debt management plan, and annual financial reports; assist department and division heads in developing and improving operational objectives.
- Conduct administrative and systems studies; evaluate, and prepare reports and recommendations for improving policies, procedures, methods, and systems of operation.
- Conduct performance measurement / benchmarking and productivity studies; review performance and program direction; evaluate and recommend changes to improve productivity.
- 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.
- Present financial analysis to council committees; present policy analysis or other financial feasibility studies to senior management, council committees, and policy makers.
- Establish short and long range planning goals and objectives for, and coordinate special projects assigned to the Budget and Finance section.
- Perform the costing of Police and Fire MOU agreements; generate the Quarterly Revenue Report; and provide financial analysis on upcoming legislative issues that may impact city revenues.

- Perform related duties as assigned.
- Physically present to perform the duties of the position.

### 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

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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 Feb 2006 (job title, duties, and MQ)*  
*Revised Oct 2015 (job title, duties and MQ)*