



**FINANCIAL/BUDGET ANALYST
JOB DESCRIPTION**

JOB TITLE: Financial/Budget Analyst	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Assistant Finance Director
PAY GRADE: 130	DEPT: 1300 Finance	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for assisting the Accounting Manager in the daily operations of the Finance Department, monitoring and analysis of revenues and expenditures, preparation of financial reports and accounting records, analysis and distribution of the financial statement package, as well as assisting the Finance Director in matters related to budget development and oversight, procurement and miscellaneous financial analysis projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Finance Director in professionally developing, reviewing, printing, implementing and monitoring the annual budget.
- Assists the Accounting Manager in the preparation of the annual audit work papers.
- Monitors and records the receipt of Village revenues and initiates proposals for new and enhanced revenue sources. Conducts a monthly review of revenues received to assure revenues are tracking according to budget projections.
- Coordinates grant applications, status reports and submittal of request for reimbursement and maintains files for recordkeeping and auditing purposes.
- Assists the Finance Director in developing Requests for Proposals.
- Provides monthly analysis of the Village's budget execution comparing actual to projected revenues and expenditure and prepares variance analysis as required.
- Scans cash receipts backup and documentation.
- Prepares and Posts monthly journal entries.
- Maintains Fixed Assets and prepares schedule.
- Prepares and tracks expenditures related to Declared Emergencies. Works with FEMA and insurance carriers for reimbursement and auditing of claims.
- Assists in year-end closing of financial records, audit schedules and preparation of CAFR.
- Maintains database with the Department of Revenue, in which the addresses determine the revenues received from telecommunications, cable, pagers, etc.

OTHER DUTIES

- Conducts various financial analysis projects under the direction of the Finance Director and or the Accounting Manager.
- Creates and interprets moderately complex financial statements and reports.
- Analyzes current accounting data and program information to ensure compliance with governmental laws and regulations.
- Conducts research and prepares reports on special projects as needed.

- Assists with the preparation and processing of the payroll as needed.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's degree in public administration, accounting, finance or business administration or related field with two (2) years experience or Associates Degree with four (4) years experience. Experience should be progressive responsibilities in governmental accounting procedures and financial analysis or professional financial/accounting experience
- Knowledge of GAAP (generally accepted accounting principles), practices and methods of budget analysis and cost control.
- Knowledge of Government Accounting Standards Board (GASB) Codification of Government Accounting and Financial Reporting Standards.
- Considerable computer knowledge with EXCEL, Word, OUTLOOK, and knowledge of or ability to learn mainframe accounting packages, such as HTE, AS400, Laserfiche, payroll software such as gatekeeper or other software packages
- Excellent analytical, written and verbal skills.
- Any related equivalent combination of education, training, certification, and/or experience.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, listen and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:

Computer, calculator, copier, scanner, telephone and other commonly used equipment related to position.

ENVIRONMENTAL CONDITIONS:

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 rarely works outside. The employee is exposed to a climate controlled, air conditioned environment. The noise level in the work environment is moderately quiet while in the office.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; criminal and credit background check; oral interview and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

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.

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

JOB DESCRIPTION HISTORY:

Created: 3/1998

Revised: 07/23/07

Revised: 10/29/08

Revised: 08/26/13

Revised: 07/27/15

Revised: 02/12/18