City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Budget &amp; Compliance Specialist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>COSP</td>
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<tr>
<td>Pay Grade:</td>
<td>AU06</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<tr>
<td>Date Revised:</td>
<td>10/12/2021</td>
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General Summary: This position is responsible for providing guidance and support for the financial operations of multiple Public Works Divisions, to ensure appropriate funding allocation to meet strategic goals.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Monitors budget performance, revenue projections, financial forecasts and rate models, statistical data points; reports current expense and revenue trends and developments to Division and Department Leadership.
- Prepares and maintains fiscal/financial data, records, and reports for Divisions to aid in the annual budget process.
- Analyzes and interprets complex financial data, extracts and defines relevant performance information, develops critical reports to aid in decision-making, and assists in the communication of results.
- Evaluates and assesses the true costs associated with the procurement, operation and replacement of capital equipment and other goods and services.
- Coordinates equipment replacement schedules for leveled budgeting, ensuring that allocated purchases are initiated in a timely manner.
- Manages bid solicitation for major equipment and annual material and service purchases.
- Prepares cost/benefit analyses for purchase and operating expense proposals.
- Tracks and reviews documentation for purchases, contracts and agreements for accuracy and compliance.
- Assists in reviewing, processing and tracking critical information for the division and/or department. May include, but not limited to vouchers, contracts, invoices, service and grant agreements, and payments for various City Programs.

Qualifications:

Education and/or Experience:

Associate’s degree in Accounting, Finance, Economics, or Business Administration from an accredited college or university and a minimum of two (2) years directly relevant experience; or/and such combination of education, experience, and training that may be acceptable to the hiring authority.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days of date of hire.
Working 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.

The noise level in the work environment is usually moderate.

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 regularly required to sit and talk or hear for extended periods of time. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.