



**City of Rapid City
Budget Analyst
Position Description**

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Job Title: Budget Analyst
Department: Mayor's Office
Reports To: Mayor
FLSA Status: Non-exempt
Classification: Non-Union

Grade: 18
Prepared Date: September 6, 2016
Approved By: Mayor Allender
Approved Date: 09.12.2016

SUMMARY

The Budget Analyst coordinates and provides financial research and analytical support including tracking budget performance and leading Priority Based Budget projects. This role is also responsible for providing data points and summaries for public communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

1. Administer and coordinate the Priority Based Budgeting Program.
2. Prepare reports and data to aid City departments in the annual budget process.
3. Analyze complex financial data, extract and define relevant performance information, develop critical reports to aid in decision-making, and assist in the communication of results.
4. Develop complex financial and accounting reports, budgets, forecasting and cash flow models, trending information, statistical data, and technical specifications.
5. Monitor budget performance, financial forecasts and rate models, statistical data points; report current trends and developments to the Mayor.
6. Evaluate and assess the true costs associated with the procurement, operation and replacement of capital equipment and other goods and services.
7. Assist City departments with equipment replacement schedules for leveled budgeting.
8. Advise the City Council of fiscal impacts of proposed legislation.
9. Inform City Council leadership of on-going budget status.
10. Gather information relating to the City's operating and capital budgets and project proposals to assist the Mayor's Office with budget appropriation.
11. Prepare cost/benefit analyses for budget program proposals.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor'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 any such combination of education, experience, and training that may be acceptable to the hiring authority.

Communication Skills: Possess excellent verbal, written and interpersonal communication skills. Ability to read, analyze, and interpret complex documents.

Mathematical Skills: Ability to apply basic to advanced mathematical concepts.



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Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer and Administrative Skills: To perform this job successfully, an individual should have excellent knowledge of Microsoft Office® products along with demonstrated proficiency in general business systems, including web-based software.

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver's license or ability to obtain within 30 days of date of hire.

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.

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. The noise level in the work environment is usually moderate.

Knowledge, Skills, Abilities:

- Well-organized and self-directed team player.
- Knowledge of the principles of accounting, finance, cash management, and statistics and ability to apply those principles to perform a variety of financial functions.
- Ability to transform financial data into financial information and effectively communicate that information to a variety of audiences.
- Knowledge of generally accepted accounting principles.
- Ability to establish and maintain effective working relationships within the City Council and throughout all City departments.
- Skill in using financial systems and financial worksheets. Ability to communicate effectively, both orally and in writing.
- Demonstrate effective public speaking and presentation skills.
- Knowledge of and ability to understand current laws, rules, regulations, administrative policies, and procedures relating to the City budget practices
- Demonstrate an understanding of job-required software applications, the Internet, and department-specific procedures and utilize these tools in completing daily assignments.
- Demonstrate a commitment to customer service and an understanding of services provided and assist in setting the service standard.
- Demonstrate self-management and accountability to assigned work group by exhibiting flexibility and adaptability, maintaining a positive work image, and producing quality work products in a timely manner.