

## CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: BUDGET ANALYST  
DEVELOPED: 11/19/2008  
APPROVED:  
DEPARTMENT: FINANCE  
REPORTING RELATIONSHIP: FINANCE MANAGER

### POSITION SUMMARY:

Performs accounting and statistical work involved in preparing information and reports for the General Fund, Redevelopment Agency, Enterprise Funds and grants, including preparation of accounts payable and purchase orders. The Budget Analyst completes accounting necessary for all financial transactions including grants and other contracting agencies. The Budget Analyst is responsible for assembling documentation required for meeting bank loan packaging and reporting requirements. Monitors and documents control of vehicle equipment inventory.

### REPORTING RELATIONSHIPS

Reports to Finance Manager.

### EXAMPLES OF RESPONSIBILITIES:

1. Prepares statistical information for General Fund, Redevelopment Agency, Solid Waste, Streets; Water and Waste Water; prepares purchase orders and accounts payable for Enterprise funds
2. Assists in preparation of the finance City's annual budget, monthly finance reports, Annual Street Report, Annual Transit Report and Annual Report to State Controller; prepares project accounting for Street Projects; prepares transit and street funding requests and subsequent reporting requirements
3. Assist Finance Manager with payroll, accounts payable, survey completions, and various other accounting related activities
4. Serves as liaison to other related local agencies and coordinate mutually impacted projects; assist in research and data collection for grant preparation; perform necessary accounting for grant activities, including journal entries and computer entry;
5. Contacts vendors and consultants
6. Answers phones and assists with building permits and zoning inquiries. Must have general knowledge of the City's Municipal code
7. Classifies payments by revenue source and posts on accounting software accordingly
8. Responsible for the City's 1099s issued to vendors and filed with the IRS
9. Assists in keeping track of adjustments to the Annual City budget
10. Responsible for monthly reconciling of bank accounts

## QUALIFICATION GUIDELINES:

### Education

High School Diploma or G.E.D.

### Experience

At least two (2) years experience in clerical and bookkeeping duties, including experience with computers; practical experience with research techniques and record keeping associated with government agencies.

### Knowledge

- Methods, practices and terminology used in financial and statistical clerical work.
- Must have general knowledge of accounting principles

### Ability

- Read and interpret Federal, State and Local regulations; knowledge of modern office practices; ability to operate office machines, including computers and applicable software
- Establish and maintain effective relationships with others, including the public