

CITY OF CHATTANOOGA

Classification Specification Title: Management Budget Analyst 3

Department: Finance

Pay Grade: GS.13

Supervision Received From: Budget Manager

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/2/25;

10/20/23; 8/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible to assist the Budget Manager in directing and overseeing the development, preparation and implementation of City-wide operating and capital budgetary processes. Duties include formulating, interpreting and establishing budget policies and calendar; providing direction, training and support to department fiscal coordinators and staff; reviewing and recommending department budgets. Work is performed with limited direction, working from broad goals and policies. Performing complex, professional budgeting activities requiring incumbents to be subject matter experts related to assignments. Engages forensic accounting practices and methodologies to correctly identify, diagnose and correct financial issues and procedures for both budgetary issues as well as operational and capital expenses, appropriations and revenues.

Duties include the preparation of the city-wide budget, the monitoring and oversight of department budgets, revenues and expenditures as well as compliance with federal, state and local requirements, rules and regulations in addition to providing annual budget support and performing research and analysis related to management objectives; responsible for coordinating the annual publication of the Comprehensive Annual Budget Report and providing information and/or schedules for inclusion in the Annual Comprehensive Financial Report (ACFR) as needed. Employees use independent professional judgment.

SERIES LEVEL: This is the third level of a three-level management budget series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties).

Assists the Budget Manager and staff to prioritize and assign work; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment.

Prepares annual and/or capital budgets for internal departments which includes developing budget requests in coordination with the Capital Planning division; comparing budgets to actual expenditures and oversees fiscal operations; assisting departments in developing budget forecasts; developing budget policies, calendars, guidelines and instructions.

Preparing accounting entries and assisting in the facilitation of budget meetings and the preparation of related materials; preparing presentations for executive staff, the Mayor and the City Council and performing related activities. Works directly with department staff and Capital Planning division to ensure the capital database is updated at regular intervals. Provides reports to supervisor on project spending and completions rates, and identifies projects and/or departments needing additional support to promote timely project delivery. Serves as the initial contact for departmental requests for capital planning support. Creates reports on completed projects to be used in year-end summary of accomplishments. Collaborates with departments and agencies to ensure integrity of capital budgets

Assists in the development and adoption of the annual operating and capital budget for the City which includes formulating, interpreting and establishing relevant budget information.

Assists in establishing the budget calendar and timelines; providing direction to fiscal coordinators and staff on developing annual budget, planning and coordinating budget review by applicable executive staff, the City Council, the Mayor and the general public and preparing budget presentations.

Prepares annual City-wide balanced budget for recommendations to the Mayor and the City Council and ensures budget compliance with state regulations.

Projects revenues and closely tracks the economy at the national, state and local levels comparing growth in the economy to revenue streams and providing principal economic research and forecasting.

Prepares monthly expenditure projections based on actual spending data to identify trends and recommend corrective action if necessary and communicates the analysis to the City Finance Officer and city departments.

Analyzes departmental and/or capital project budget performance and/or variances, monitors performance in the execution of the budget for internal departments; determines availability of funds for departmental requisitions and vouchers, as well as contracts and approvals, including the preparation of payment vouchers, requisitions, bid specifications, journal vouchers and process resolutions.

Prepares financial reports summarizing variances, past and present operation comparisons, trends, costs, estimated and realized revenues, administrative commitments and obligations to develop long-term planning and project future revenues and expenditures.

Prepares reports to facilitate future funding requirements, including the Comprehensive Annual Budget Report (CABR), Annual Comprehensive Financial Report (ACFR), budgetary reports, management reports, ordinances, spreadsheets, fund and project status reports, profit and loss statements and official statements for bond issues.

Reviews operating and capital budgets to analyze trends affecting budget needs; ensures adjustments are made in accordance with program changes in order to facilitate long-term planning.

Prepares comparative analysis of operating programs by analyzing costs in relation to services performed during previous fiscal years and recommends budget revisions.

Supervises the preparation and distribution of the City's Comprehensive Annual Budget Report.

Monitors and analyzes city-wide position data regularly which includes verifying positions and monitoring vacancies to ensure position authorizations as specified by the budget ordinance; prepares related reports. Assists in facilitating and maintaining HR specific data and personnel details in order to assist with resolution and disposition of inconsistencies within personnel numbers and details per departments. Responsible for pre review of proposed personnel/positions changes per guidance from Human Resources.

Prepare and analyze investment and cash flow statements to ensure maximum investment potential for available funds; performs investment reconciliations between the City's general ledger and investment system.

Collaborates with Technology Services personnel to troubleshoot and resolve problems associated with software, systems and processes related to budget activities.

Functions as Subject Matter Experts (SME)/Content Developer for ERP Systems including Budgetary Control, Budgeting Application, Capital Budgeting Application, Investment Monitoring Application specific to ERP System and related reporting tools for all applications contained therein.

Have good written and verbal skills as the position is required to write analysis and discuss topics with various levels of management and coworkers.

Performs a variety of special projects related to the annual budget or capital budgets as assigned.

Performs review and analysis of resources that are available for capital projects with a balance between pay-go and bond financing that ensures long term fiscal soundness while maintaining existing infrastructure and installation of new infrastructure.

Analyzes and coordinates bond reimbursements for Capital expenses and maintains arbitrage review, tracking, and schedules in coordination with a contracted third party financial company to ensure compliance. Responsible for tasks associated with post issuance compliance.

Works with City Attorney personnel for Freedom of Information Act (FOIA) or Tennessee Open Records Acts (TORA) requests when needed by gathering requested information in the time frame prescribed.

Participates in/on a variety of meetings, committees and/or other related groups in order to receive and convey information.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

Prepares and coordinates the budget request for all divisions of Finance in order to submit the annual budget for outcome request for funding consideration

MINIMUM QUALIFICATIONS: Bachelor's degree in Accounting, Finance or related field and six (6) years of progressively responsible budget and management analysis experience; or any combination of equivalent experience and education. Preferred experience in the following: Google Suite, Office Suite, Adobe Suite, ERP/Oracle Systems.

LICENSING AND CERTIFICATIONS: CPA, CMFO or CGFM preferred or the ability to obtain.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS:

Knowledge of advanced budgeting principles and governmental accounting practices; project management principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; municipal budget development and reporting principles; financial modeling methods applied to revenue and expenditure projects; statistical techniques and applications; financial reporting requirements; automated budget systems and policy and procedures development and implementation practices.

Skill in monitoring the work of subordinate staff; prioritizing and assigning work; formulating large, multi-level budgets; performing mathematical calculations; analyzing financial data and information; analyzing and evaluating proposed versus actual budget data; preparing budget forecasts; conducting research and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified

individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.