



<b>DATE</b>	June 2019
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

**JOB TITLE:** Senior Budget & Management Analyst  
**DEPARTMENT/DIVISION:** Finance  
**REPORTS TO:** Controller/Finance Director

**SUMMARY:** Responsible for performing fully proficient, professional budgeting and financial analysis work such as assisting with the annual budget and multi-year budgeting; assisting with financial analyses and utility rate and cost allocations studies; and, coordinating Finance Department performance reporting. Work requires limited supervision and the use of independent judgment and discretion. Position is responsible for supervising professional Accountant/Analyst staff and interns, including establishing goals, allocating work assignments, reviewing financial analysis and evaluating work performance. Position is also responsible for managing the budget for the BMA unit.

**ESSENTIAL JOB FUNCTIONS:**

- Participates in preparing the City’s annual budget and related supporting documentation, which includes: preparing multi-year budget documents; benchmarking tax base data; preparing budget agendas; preparing budget presentations; reviewing departmental budget submissions; participating in departmental and executive team budget reviews; participating in City Council budget work sessions and meetings; preparing and distributing final budget documents; responding to budget inquiries; reviewing budgets on a monthly basis; and/or, performing other related activities.
- Responsible for annual review of the Dallas Water Utilities Water/Wastewater Cost of Service Study. Provides financial analysis and feedback. Attends Water rate setting meetings and Trinity River Authority (TRA) meetings to participate in the rate setting process. Uses information gained to perform annual City water and wastewater rate evaluations and plan for future financial and operational needs.
- Participates in analysis activities associated with cost allocation studies and other financial analysis, which includes: coordinating select activities with the Finance Director, and other Directors as needed; running detailed cost effectiveness analysis; performing benchmarking; allocating costs for plan development; performing cost of service studies and research; analyzing data; participating in related meetings and presentations to provide recommendations and suggestions to improve performance or reduce expenses.
- Coordinates Finance Department performance management plan maintenance and reporting and other financial reporting, which includes: ensuring timely and accurate submission of plans; developing performance metrics and indicators; reviewing and updating measures for consistency and applicability; preparing additional financial reports and/or, performing other related activities, including participating in the City’s Strategic Planning process.
- Performs budget analysis activities, which includes: researching and analyzing operational, fiscal, and other data for applicable processes; conducting interviews and operational observations; developing reports and making recommendations based on findings; reviewing and analyzing departmental performance management plans; and/or, performing other related

activities.

- Provides monthly financial analysis to Department directors related to relevant fund stability and makes recommendations to improve specific funds financial conditions.
- Responsible for performing supervisory responsibilities including establishing goals, allocating accounting, debt and budget work to subordinates and team members, reviewing work accuracy, providing feedback, identifying skill gaps and implementing any necessary skill development or corrective action plans to mitigate gaps.
- Completes schedules, work papers and reports supporting the Consolidated Annual Financial Report (CAFR) and the debt rating book. Prepares presentations, agenda items and additional information for the Finance Committee and the City Council.
- Participates in a variety of special projects in support of departmental operations, which may include: analyzing vendor contracts; performing special studies; providing guidance and recommendations to departments to ensure organizational sustainability and maximize organizational efficiency, effectiveness, and performance; recommending cost-conscious decisions and actions; and/or, performing other related activities
- Performs other duties as assigned.

#### **SUPERVISORY/BUDGET RESPONSIBILITIES:**

Responsible for supervising one professional Accountant/Analyst and interns. Responsible for managing the annual budget for the BMA unit.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of government budgeting principles and practices;
- Knowledge of government operations and processes;
- Knowledge of process improvement principles and practices;
- Knowledge of data analysis techniques;
- Knowledge of management principles;
- Knowledge of research and analysis methods;
- Knowledge of strategic planning principles;
- Knowledge of outcome-based management principles;
- Knowledge of program analysis methods;
- Knowledge of purchasing and fiscal policies and procedures;
- Knowledge of auditing principles and practices;
- Skilled in managing projects and personnel;
- Skilled in developing performance metrics;
- Skilled in evaluating quality and reviewing final work products;
- Skilled in conducting interviews and investigations;
- Skilled in conducting fiscal audits;
- Skilled in conducting on-site process evaluations;
- Skilled in analyzing, interpreting, and documenting vendor contracts and pricing agreements;
- Skilled in analyzing business processes;

- Skilled in preparing budget documents and analysis;
- Skilled in working with large electronic documents;
- Skilled in reading and interpreting technical documents;
- Skilled in assessing cost efficiency and effectiveness of municipal operations;
- Skilled in conducting benchmark surveys;
- Skilled in conducting best practice research;
- Skilled in analyzing budget data and information;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

Bachelor’s Degree in Accounting, General Business Administration, Math or a related Three years experience in either budgeting, or conducting data analysis or research.

**PREFERENCES:**

None.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional climbing, balancing, stooping, kneeling, and crouching.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.
- Work is occasionally performing in an outdoor environment, with potential exposure to adverse weather conditions.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.