

City of Dallas
Classification Specification

Title:	Budget Analyst II	Class Code:	18032
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Administrative/1	Established:	1996-97
FLSA Status:	Non-Exempt	Revised:	10/01/14

Position Purpose:

Provide financial analysis, monitoring, and make recommendations on budgets to ensure effective control of expenditures and available funds.

Essential Functions:

1. Assists in the preparation and coordination of the annual operating, capital, grants, community development or trust budgets for a department or the city-wide budget to produce budget documents with accurate reflections of operating costs.
2. Prepares routine reports such as cost analysis, performance data, financial target analysis and produces routine expenditure and revenue reports to provide appropriate monitoring for corrective decision making.
3. Performs special projects and responds to requests for financial information including complex statistical forecasting models, historical trend analysis and other financial projection methods to provide management appropriate information.
4. Communicates with managers, city departments, outside auditors, vendors, and service providers to obtain information and integrate activities.
5. Prepares and processes financial system transactions such as overseeing the payments for and services received by a department to ensure proper procedures are followed.

Performed Depending on Location:

6. Reviews council agenda items for appropriate financial and budgetary data and coordinates with departmental staff for resolution of problems.
7. Assists in the oversight and financial management for capital, grant and trust programs to ensure strategic financial planning.
8. Coordinates and reviews annual budget development and submissions with departmental staff including providing instructions, reviewing for technical accuracy, completeness, and adherence to established procedures, format and guidelines.
9. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills, and Abilities Required to Perform Work

Knowledge of accounting and budgeting principles and practices especially within a municipal environment.

Knowledge of automated accounting programs and ability to use microcomputer.

Ability to communicate effectively both orally and in writing.

Ability to analyze complex policy, financial, and organizational issues.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

