

DEPARTMENT HEADS AND DIVISION CHIEFS
PLEASE POST ON YOUR BULLETIN BOARDS

EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No. 23-214-1

Title of Position: Budget Analyst
Vacancy Exists in the Finance Department

Salary Range: \$65,000 - \$75,900 per year

Date Posted: August 2, 2023

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is a Classified/Exempt Salary Position.
Examination Weights: 100% Education & Experience

JOB SUMMARY: Develops, collates, analyzes and interprets complex data and prepares reports necessary for financial planning and control. Assists the Finance Director in preparing and managing a City budget in excess of \$330M of annual revenues and expenditures. Prepares quarterly reports projecting revenue and expenses for the year, assists the City Controller in preparing the annual financial report, and performs related duties.

DUTIES AND RESPONSIBILITIES

- Conducts special studies to analyze complex financial actions and prepares recommendations for policy, procedure, controls or action.
- Provides interpretation of financial policies, federal and state legislation.
- Meets and confers with department directors to consult on, prepare, monitor and evaluate budgets during the annual budget process and during the year.
- Analyzes financial information to determine present and future financial performance.
- Identifies trends and recommends improvements accordingly.
- Evaluates complex financial plans, operating records, and financial statements.
- Directs preparation of studies, reports, and analyses in areas such as budgeting, forecasts, financial plans, governmental requirements, statistical reports, cash flow projections, and business forecasts.
- Interprets and applies municipal financial policies, government legislation, and accounting theory.
- Establishes databases of pertinent information for use in analyzing future plans and forecasts.
- Confers with sundry department officials to perform ad hoc investigations and analyses to support initiatives such as collective bargaining or capital improvement plans.
- Makes recommendations to senior administrators regarding cost saving or revenue generating opportunities and strategies.
- Gathers, analyzes, summarizes, and prepares recommendations regarding financial plans, trends, government mandates, and operating forecasts.
- Assists Finance Director in the development of the budget, planning, and other city financial requirements.
- Meets and confers with all department directors and finance officers to examine dense and complex financial data and prepare annual budgets.
- Performs related work as assigned.

Education & Experience: Bachelor of Arts or Science in public or business administration, economics or a similarly relevant field of study, and three years of professional experience responsible for financial management, forecasting and budgeting in a public or private organization with revenues and expenditures in excess of \$100M; or a substantially equivalent combination of education and experience. A master of arts or science in public or business administration or economics will substitute for up to two years of professional experience

SPECIAL NOTE: Applicants will be subject to a background criminal check prior to employment.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

The City of Warwick is an Equal Opportunity Employer

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>