CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 360.3

Job Title: **BUDGET ANALYST III**

Pay Grade: 21

GENERAL SUMMARY:

In the Finance Department, provides comprehensive financial planning and analysis by evaluating and reviewing expenditure and revenue budgets, and making recommendations on spending levels to the appropriate budget categories. Initiates, coordinates, and leads efforts to develop the annual operating budget and monthly/quarterly reporting. Coordinates with department staff to develop budget submissions in accordance with the annual budget guidelines. Reviews, monitors, and analyzes budgetary requests and monitors and evaluates compliance with budgetary restrictions.

RESPONSIBILITIES:

- Coordinates annual budget development and reporting.
- Monitors budget to spending levels for assigned departments.
- Performs revenue and expenditure forecast, cost benefits analysis, and other financial research.
- Prepares and posts budget documents.
- Makes recommendations based on financial planning and analysis.
- Provides strategic solutions to address projected budgetary concerns.
- Quantifies and evaluates budgetary impacts of requested program adjustments.
- Assists departmental staff with budget issues.

SPECIFICATIONS:

This job classification is limited to the Finance Department. Other City departments shall not use this job classification or must acquire approval from the Finance Director prior to posting this job classification.

KNOWLEDGE:
Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

EXPERIENCE:
Three years of professional experience in finance, budget analysis, economics or closely related field are required.

SUBSTITUTIONS:
Experience **cannot** be substituted for the Bachelor's degree requirement. A Master's degree in Finance, Accounting, Business Administration or a closely related field may be substituted for two years of the above experience requirement.

SPECIFICATIONS (Continued):

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate to complex analytical ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:
Level of external contact is somewhat infrequent. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering questions.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances, or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:
Budget Analyst I
Budget Analyst II
Budget Analyst III
Budget Analyst IV
Senior Budget Analyst
Budget Analyst Manager
Senior Budget Analyst Manager

Effective: October 2022