CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 360.4

Job Title: **BUDGET ANALYST IV**

Pay Grade: 25

GENERAL SUMMARY:

In the Finance Department, provides complex and 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:

- Leads and coordinates annual budget development and reporting.
- Monitors budget to spending levels for assigned departments.
- Performs revenue and expenditure forecasts, 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:
Four 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 is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytical ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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 other duties 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