CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 360.5

Job Title: **SENIOR BUDGET ANALYST**

Pay Grade: 28

GENERAL SUMMARY:

In the Finance Department, performs complex financial and statistical analyses, studies, and reports. Applies advanced knowledge toward budget development, procedures, and systems. Develops and implements continuous process improvement methodologies based on extensive research and analysis. Leads, plans, and organizes all aspects of the budget process including the annual budget development, monthly/quarterly reporting, training, and communication.

RESPONSIBILITIES:

- Prepare multi-year financial historical and forecast models.
- Provide training on various budgetary systems and processes.
- Completes special projects as assigned, working on a wide variety of financial, administrative, professional, management and community issues and problems of medium to high complexity.
- Interprets and applies laws, regulations, policies, and procedures for all aspects of the budget process.
- Writes detailed analysis reports with recommendations on a variety of budget and funding issues.
- Represents management at meetings and functions to gather information and to articulate management's opinions and recommendations
- Leads the annual budget development and reporting.
- Monitors budget to spending levels for assigned departments.
- Provides strategic solutions to address projected budgetary concerns.
- Quantifies and evaluates budgetary impacts of requested program adjustments.

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

SPECIFICATIONS (Continued):

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.

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. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Although not a supervisory classification, occasionally a few positions may require supervisory responsibilities.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals, supervisors, and executive level management. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or workflow or to facilitate service.

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 some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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