



CITY OF KIRKLAND
invites applications for the position of:

Budget Analyst

SALARY: \$36.18 - \$42.57 Hourly
\$6,271.94 - \$7,378.34 Monthly
\$75,263.32 - \$88,540.02 Annually

LOCATION: Finance & Admin. - Financial Planning

OPENING DATE: 01/07/22

CLOSING DATE: Continuous

JOB SUMMARY:

Supports development, implementation and monitoring of the City budget and Capital Improvement Program and performs various budget analyses.

Principal Accountabilities

- Performs a variety of research and analysis of budgetary issues and prepares reports of findings and recommendations.
- Assists in development and balancing of City budget and capital improvement program and prepares and reviews revenue and expenditure projections and assumptions.
- Provides technical assistance and training to departments concerning budget and accounting issues.
- Conducts ongoing monitoring of City revenues and expenditures and provides analysis of trends, culminating in periodic reports on City's financial performance and annual report on City's financial condition.

Essential Functions

- Provides support during City-wide budget process. Develops customized budget-related reports. Prepare and provides budget preparation training to City staff. Reviews departmental budget materials for completeness, accuracy, and reasonableness. Works with a variety of departmental staff, including departmental budget coordinators, division managers, and department directors to acquire needed information. Prepares annual budget for selected funds as assigned. Participates in budget review meetings with the City Manager and City Council. Assists in preparation of preliminary and final budget documents.
- Monitors expenditures and revenues, producing regular periodic reports on City's financial performance and annual report on City's financial condition.
- Produces monthly sales tax trend analysis reports for City Council and city management.
- Assists in development of the six-year capital improvement program. Reviews departmental materials for accuracy, completeness, and consistency. Assists in production of preliminary and final CIP documents.
- Conducts special studies and analyses pertaining to a wide variety of issues.
- Conducts a variety of budget analysis projects and reconciliation of accounts. Monitors assigned revenue and expenditure accounts and prepares correcting journal entries if needed. Prepares reports of findings and recommendations for corrective action. Assembles revenue and expenditures data and analyzes trends.
- Develops and maintains Information Technology and Public Works Engineering rate models and other cost allocation modes as assigned.

- Assists Senior Financial Analyst in gathering data for the City-wide indirect cost allocation model.
- Assists in preparation of the City's comprehensive annual financial report.

Peripheral Responsibilities

- Serves as departmental representative on ad hoc task forces and committees dealing with a wide variety of internal issues.
- Other projects and duties as may be assigned by the Director or Financial Planning Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of financial management principles and municipal budgeting practices. Knowledge of a variety of analytical techniques.
- Knowledge of governmental fund accounting principles and practices and financial reporting standards.
- Advanced skill in the use of spreadsheet software and related graphics capabilities. Ability to develop charts, graphs, and other explanatory materials as needed. Knowledge of database and report-writing software.
- Ability to effectively use automated financial systems.
- Ability to maintain confidences and routinely handle sensitive department materials.
- Ability to establish and maintain effective working relationships with a variety of staff. Ability to tactfully and effectively assure timely flow of department materials.
- Ability to communicate complex financial information verbally and in writing and to support presentations with graphs and charts.
- Ability to prioritize tasks, elicit cooperation, resolve conflicts and coordinate a diverse group of individuals.

QUALIFICATIONS:**Minimum Qualifications**

Bachelor's Degree in Accounting, Business Administration, Public Administration, or closely related field. Two years professional level experience in budget or accounting preferably in a municipal setting. Equivalent combination of education and experience may substitute.

Preferred Qualifications

- Thorough knowledge of financial management principles and municipal budgeting practices.
- Knowledge of governmental fund accounting principles and practices and financial reporting standards.
- Advanced skill in the use of spreadsheet software and related graphics capabilities.
- Ability to develop charts, graphs, and other explanatory materials as needed.
- Knowledge of database and report-writing software.
- Ability to communicate complex financial information verbally and in writing.

OTHER:**Hours of Work**

40 hours/week. Monday through Friday, 8:00 AM - 5:00 PM. Occasional work during the evenings or weekends may be required and a remote work schedule may be possible in this role. This will be discussed with the Hiring Manager at the time of hire.

Working Conditions

Work is performed in a normal City work environment. The City of Kirkland supports work from home agreements with approval of the supervisor and department Director.

Selection Process

Position requires a resume and cover letter (letter of interest) as well as providing answers to the supplemental questions for consideration of application. Please note how you meet minimum qualifications within the cover letter. Applicants who are selected for next steps in the hiring process will be invited by phone or email. Job open until filled with first review of applicants by 15 day of initial posting.

Vaccination requirement

Effective November 8, 2021, all new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date.

OTHER:

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.kirklandwa.gov/Government/Departments/Finance-and-Administration>

Position #202100022
BUDGET ANALYST
MR

123 5th Ave
Kirkland, WA 98033
425-587-3100

humanresources@kirklandwa.gov

Budget Analyst Supplemental Questionnaire

- * 1. Describe your experience monitoring expenditures and revenues and producing regular periodic reports on financial performance and financial conditions, including the analysis of trends.

- * 2. Describe the role of financial planning in municipal government.

- * 3. Describe your experience collaborating on a large, multi-disciplinary team to deliver on a project. What was the project, the deliverable, and your role and responsibility?

- * Required Question