

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

FINANCIAL BUDGET ANALYST

The City of Lake Worth invites qualified individuals to apply for the position of Financial Budget Analyst.

This position is **EXEMPT** with an hour starting salary of **\$31.20**. This position will work at **Utilities Building located at 1900 2nd Avenue North, Lake Worth, FL 33460**.

In addition, this position offers:

- **Vacation and Sick Leave Accruals**
- **13 Paid Holidays**
- **City of Lake Worth Medical Benefits that include Life Insurance, Dental and Vision coverage**
- **Retirement Plan**

SUMMARY:

This is a professional position responsible for financial analysis, budget development/oversight in support of either the Electric or Water Utility Departments. Key services provided by the incumbent in this role will include and program management activities, contract administration, analyzing requisitions, and bid responses, and purchasing for the assigned department. The incumbent(s) will perform expense analysis, variance reporting, and provide trend analysis applying complex governmental accounting financial analysis as the basis for conclusions and recommendations to Financial and Utility Operations leadership. This work requires exercising independent judgment within established policies and procedures and is performed under the supervision of the Electric or Water Utility Director while maintaining a working relationship with the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES OTHER DUTIES MAY BE ASSIGNED:

- Application of business and technical knowledge to serve as the liaison between the assigned utility and finance in order to determine the correct course(s) of action to achieve desired results
- Analyzes Utility operations from financial standpoint making recommendations on efficiencies to Utility and City management
- Analyzes expenditure data and is the primary responsible party in the preparation of annual budgets financial trends analysis and budget projections
- Analyzes revenue trends, works with rate consultants and makes recommendations to management about rates and charges
- Coordinates the development of the assigned unit's budget; Assists City wide budget review team by providing in-depth analysis of Utility departmental programs and budget requests
- Facilitates the purchasing process for all Utility expenditures, in accordance with City policies
- Responsible for contract compliance and management for Utility related contracts.
- Maintains and manages products and contract files and budget data in the City computer system
- Coordinates documentation of the assigned utility's capital projects and close-out for both finance and operations

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- Work closely with rate consultants to establish cost of service and revenue requirement Responsible for managing the accounting for utility assets and property inventory
- Verifies the disposal/sale of surplus vehicles and equipment are in compliance with State and City policies
- Provide assistance in preparing the annual audited financial statement (CAFR)
- Performs special projects, such as accreditation management or quality assurance; comprehensive planning; grant writing and administration; and developing and maintaining department policies and procedures
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Considerable knowledge of Utility financial operations, public finance and budgetary methods and techniques, contract law, City, State and Federal laws governing the purchasing of commodities for the City and contract management
- Knowledge of the principles, ethical standards and governmental accounting and budgeting
- Knowledge of computer technology and use of electronic spreadsheets and word processing
- Ability to analyze detailed data; prepare and present reports, and perform value analysis
- Knowledge of laws, regulations and established policies related to public utilities and public entities
- Working knowledge of budget and purchasing procedures
- Knowledge of general municipal and municipal utility operations, financial reporting procedures and public administration

EDUCATION AND EXPERIENCE:

Bachelor Degree in Accounting from a (4) year college or University. Must have three (3) to Five (5) years progressively responsible experience in municipal/municipal utility accounting and/or municipal/municipal utility budget development. Considerable knowledge of Microsoft Office Applications. HTE and Cognos experience highly desirable.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

CPA, CGFO preferred but not required. Certifications related to budgeting and utility operations desirable.

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PROCEDURE FOR APPLYING:

Interested parties should forward a completed application packages to:

City of Lake Worth
Attn: Human Resources
7 N. Dixie Highway
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.lakeworth.org)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application

<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

Applicants for positions with the City of Lake Worth should know and be aware of the following:

Please note incomplete applications will not be considered. Applications will be received until the position is filled. Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.