



CITY OF BOCA RATON
invites applications for the position of:
Budget Analyst

SALARY: \$22.39 - \$37.45 Hourly
\$46,571.20 - \$77,896.00 Annually

OPENING DATE: 05/03/17

CLOSING DATE: Continuous

JOB DESCRIPTION:

ATTENTION: To be considered for employment with the City of Boca Raton, applicants must provide at least ten (10) years of continuous employment history, if applicable. In the event the applicant has not been employed for ten (10) continuous years, all time for the ten (10) year period prior to the date of application must be accounted for including periods of school, unemployment and retirement.

GENERAL DEFINITION OF WORK:

Performs intermediate professional work in the preparation and analysis of the City's operating and capital improvement budgets; does related work as required. Work is performed under regular supervision.

TYPICAL FUNCTIONS:

Coordinates in the preparation of the City's annual budget document;
Compiles special reports or summaries affecting various segments of the budget;
Coordinates the preparation of the City's 5-Year Capital Improvements Program document;
Assists in the maintenance of the database and related reports of the City's annual budget forecasting model which projects revenues and expenses over a three (3) year period;
Prepares fiscal impact statements on all ordinances and resolutions presented to Council for action;
Performs a variety of budgetary support services;
Lays out, reproduces, and assembles all proposed budget documents and final CIP and Annual Budget documents;
Assists in Truth in Millage (TRIM) compliance procedures;
Monitors and maintains project account functions

RELATED TASKS:

Analyzes financial data presented by all departments to determine its accuracy and compliance with budgeting procedures;
Confers with department heads and/or division heads to obtain additional information when required;
Conducts annual surveys of surrounding municipalities and other taxing authorities regarding proposed and final mileage rates, water rates, utility service taxes, and garbage fees;

Works with non-profit organizations that formally request funding from the City by collecting information from them required by Council to make their decisions;
Budget review and approval of all capital purchase requests.
Serves as Budget Director when required;
Answers questions in regards to proposed and final tax bills;
Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of the theories, principles, practices, and techniques of municipal FINANCIAL SERVICES and budgeting;
general knowledge of the State laws and local ordinances applicable to budget preparation, approval, and administration; general knowledge of the functions and operation of City agencies; ability to analyze and develop budget estimates; ability to conduct detailed research and prepare reports and findings; ability to establish and maintain effective working relationships with City officials and associates; skill in the operation of personal computers, data processing equipment, copy machine, and punch and binding machines; ability to operate all office equipment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting, public financial services or related field and six (6) months of professional experience in a municipal budget office.

POST-OFFER BACKGROUND REQUIREMENTS:

The background check process for this position may include:

- Criminal Background Check
- Employment Verification
- Reference Checks
- Credit Check

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.myboca.us>

Position #01870
BUDGET ANALYST
GW

201 W. Palmetto Park Road
Boca Raton, FL 33432
561-393-7804

Budget Analyst Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the

selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

- Yes
 No

* 2. What is the highest level of education that you have completed?

- Less than High School
 High School Diploma or GED
 Trade or Vocational School
 Associates Degree or 60 credits of college courses
 Bachelors Degree
 Masters Degree
 Doctoral Degree

* 3. What area of study is your education?

* 4. How many years of experience do you have in performing budget and financial analysis in a municipal?

- I have no experience.
 Less than 6 months
 6 months
 More than 6 months

* 5. Please briefly describe your experience preparing and analyzing municipal operating and capital improvement budgets.

* 6. To be considered for employment with the City of Boca Raton, applicants must provide at least ten (10) years of continuous history. Did you account for the last ten (10) year period including all employment, periods of inactivity, school and/or retirement?

- Yes No

* Required Question