



CITY OF COCONUT CREEK
 Department of Human Resources
 4800 W. Copans Road
 Coconut Creek, FL 33063

<http://www.coconutcreek.net>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Budget and Grants Analyst**

An Equal Opportunity Employer

SALARY

\$2,016.00 - \$2,519.20 Biweekly \$52,416.00 - \$65,499.20 Annually

OPENING DATE: 10/26/17

CLOSING DATE: 11/08/17

THE POSITION

GENERAL PURPOSE:

Performs intermediate-level professional work in the Finance and Administrative Services department performing budget and grants monitoring and analysis. Work involves coordinating the preparation of the budget and monitoring of grant receipts and expenditures. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

Hours of work: Monday through Thursday 7:00 A.M. to 6:00 P.M.; Days and hours are subject to change.

Hiring Range: \$2,016.00 - \$2,519.20/biweekly
 \$52,416.00 - \$65,499.20/annually

The ideal candidate must be able to thrive in a fast-paced, dynamic, and ever-evolving work environment and should possess the following:

- ***Experience working in the capacity of a Budget Analyst, Financial Analyst, Grants Administrator or similar position***
- ***Experience performing complex and responsible financial, statistical, budgetary and other management analyses***
- ***Ability to multi-task while working with tight deadlines and shifting priorities with a strong attention to detail***
- ***Ability to plan and organize work to meet deadlines with minimal supervision***
- ***Strong computer knowledge and advanced skills in Microsoft Office products (Word, Outlook, and Excel) and a highly developed understanding of spreadsheet and database systems***
- ***Ability to regularly attend work and arrive punctually for designated work schedule; may be called upon to work outside normal business hours to sustain operations or complete assignments***

ESSENTIAL DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

BUDGET:

- Assists with the preparation and publishing of the City-wide budget document
- Coordinates aspects of the budget process and reviews departmental submissions for accuracy and appropriateness
- Participates in the planning, development, implementation, and monitoring of division, department, program, and City-wide budgets
- Performs in-depth revenue, expenditure and other analyses
- Monitors, tracks and analyzes actual performance against budgets
- Prepares trend analysis for monitoring and reporting needs
- Prepares budget documents for departments, grants, and programs
- Assists in ensuring that City's budgeting, grants, and other related processes are efficient, effective and maintain adequate internal controls
- Assist in the development of annual departmental budgets and five-year financial forecasts
- Monitors expenditures to ensure compliance with approved appropriations and pertinent local, state, and federal regulations
- Maintains a computerized data base of annual budget information for trend analysis and forecasting
- Assists in review, evaluation and monitoring of capital improvement budgets; monitors and updates operating and capital budgets to reflect budget adjustments and funding changes
- Develops, maintains, and reports on the City's Balanced Scorecard, Department Program Performance Measures and benchmarking against other agencies
- Conducts in-depth and advanced research to compile information on the organization, cost of services/programs and benefits of services/programs
- Identifies the need for budget adjustments, program improvements, and provides recommendations to Budget and Grants Manager
- Reviews, updates, and analyzes program budget-to-actual reports and works with departments to resolve budget concerns
- Utilizes desk top publishing skills to enhance and produce publications and reports in various formats

GRANTS:

- Works with Budget & Grants Manager to ensure the City of Coconut Creek is operating in compliance with laws and regulations as required by federal, state, local granting agencies
- Maintains and applies comprehensive, current knowledge and awareness of grant laws, regulations and compliance matters
- Monitors and requests reimbursement of funds from federal, state, and local agencies
- Assists in preparation of grants schedules, Single Audit report, and subsequent support to single audit requests
- Assists departments in creating operational budgets for grant funded projects and activities; monitors and verifies grant charges and budget over runs; assists departments in revising grant budgets as needed
- Reconciles grant financial records with general ledger; prepares month end reports
- Prepares grant related journal entries
- Assists departments with grant applications
- Researches viable grant opportunities

OTHER:

- Performs complex financial, statistical, budgetary and other management analyses
- Creates and performs routine and non-routine reconciliations or analyses
- Provides sound professional recommendations for action and significant assistance in developing and improving financial and budgetary policies, programs, and processes
- Researches and writes monthly, annual, and special reports
- Develop and review presentation materials for Budget and Grants Manager and senior management
- Provides guidance, assistance, and clarification to staff members
- Consults with officials of other divisions and departments on matters of mutual interest
- Designs, develops and maintains computer-based applications
- Follows up and carries out administrative functions or other duties as assigned and/or

required

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance, or related discipline supplemented by two (2) or more years' experience in accounting, budgeting, financial/management analysis, or grants management. An equivalent combination of education, certification, training, and/or experience may be considered. Government experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable laws and regulations for budgeting and grants management
- Ability to use critical thinking skills to research, suggest, develop, and implement improvements to processes and procedures
- Strong computer knowledge and advanced skills in Microsoft Office products (Word, Outlook, and Excel) and a highly developed understanding of spreadsheet and database systems
- Ability to quickly and independently learn and effectively use new software
- Ability to review and edit documents for accuracy and completeness
- Ability to create and maintain accurate files, records and spreadsheets
- Ability to prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to multi-task while working with tight deadlines and shifting priorities with a strong attention to detail
- Ability to plan and organize work to meet deadlines with minimal supervision
- Skill in providing good customer service
- Ability to promote teamwork, unity, harmony and the highest ethical standards
- Ability to establish quality control methods that promote high quality work
- Ability self-evaluate and continuously improve one's own knowledgeable, skills, and abilities
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule; may be called upon to work outside normal business hours to sustain operations or complete assignments

SUPPLEMENTAL INFORMATION

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

Eligibility List Criteria: An eligibility list, which shall be valid for a maximum of six months, shall be formed based on applicants who meet the minimum qualifications. Candidates on the eligibility list will be given consideration for each vacancy. Veterans Preference shall be awarded, pursuant to Florida Statutes.

APPLICANT SELECTED FOR HIRE MUST SUCCESSFULLY PASS PHYSICAL AND BACKGROUND CHECK

NOTE TO APPLICANTS WITH DISABILITIES: Applicants with disabilities who will need special accommodations for testing must advise Human Resources not later than one (1) week prior to scheduled testing, so that appropriate arrangements can be made.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.coconutcreek.net>

OR

4800 W. Copans Road,
Coconut Creek, FL 33063

EXAM #2018-00001
BUDGET AND GRANTS ANALYST
JW

Budget and Grants 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. Do you possess a Bachelor's degree (or higher) in accounting, finance, or a closely related field? Note: A copy of transcript/degree must be submitted with your application.
 - Yes
 - No
- * 3. Please indicate your major or course of study.
- * 4. Please list any current certifications that you possess (copies of certifications must be submitted with application)
- * 5. How many years of verifiable professional work experience in accounting, budgeting, or grants management do you possess?
 - Less than two (2) years of experience
 - More than two (2) years, but less than five (5) years of experience
 - More than five (5) years, but less than seven (7) years of experience
 - More than seven (7) years of experience
- * 6. Of the previous verified professional accounting, budgeting, or grants management experience, how many years were in **GOVERNMENT**?
 - Less than two (2) years of experience
 - More than two (2) years, but less than five (5) years of experience
 - More than five (5) years, but less than seven (7) years of experience
 - More than seven (7) years of experience
- * 7. How many years of verifiable professional work experience do you possess in budget

preparation, analysis, review and administration?

- Less than two (2) years of experience
 - More than two (2) years, but less than five (5) years of experience
 - More than five (5) years, but less than seven (7) years of experience
 - More than seven (7) years of experience
- * 8. Using relevant work experience and specific examples, briefly list and describe your experience with budget preparation, analysis, review and administration.
- * 9. How many years of verifiable professional work experience do you possess in performing fiscal or operational analyses?
- Less than two (2) years of experience
 - More than two (2) years, but less than five (5) years of experience
 - More than five (5) years, but less than seven (7) years of experience
 - More than seven (7) years of experience
- * 10. Using relevant work experience and specific examples, briefly list and describe your experience in performing fiscal or operational analyses you have completed.
- * 11. How many years of verifiable professional work experience do you possess in contract or grants writing compliance and administration?
- Less than two (2) years of experience
 - More than two (2) years, but less than five (5) years of experience
 - More than five (5) years, but less than seven (7) years of experience
 - More than seven (7) years of experience
- * 12. Using relevant work experience and specific examples, briefly list and describe your experience in contract or grants writing, compliance, and administration.
- * 13. Using relevant work experience, briefly provide an example of multi-tasking with tight deadlines and shifting priorities.
- * 14. I possess verifiable work experience in the following areas: (check all that apply.)
- Budget preparation
 - Grants coordination
 - Budget documentation preparation
 - Fiscal/operational analysis
 - None of the Above
- * 15. Computer Skills: I possess **ADVANCED** proficiency in the following software: (Check all that apply; you may be tested to demonstrate proficiency)
- Microsoft Word
 - Microsoft Excel
 - Microsoft Outlook
 - Microsoft PowerPoint
 - Microsoft Access
 - Crystal Report Writing
 - None of the above
- * 16. Please describe a related job you have held, including tasks and other factors that you liked most about the job, as well as those you liked least about the job and why.

- * 17. I meet all of the requirements of the position (including but not limited to education, experience, knowledge, skills, abilities, and physical requirements), and I am able to perform the essential functions of the position, with or without reasonable accommodation.

Yes

No

- * 18. Please describe why you desire employment with the City of Coconut Creek in this position. Please also state any additional information you feel may be helpful to us in considering your application.

19. Total number of full years currently employed by the City of Coconut Creek:

* Required Question