

## FISCAL ANALYST

### **SUMMARY:**

Under limited direction, assists in compiling the City's annual budget, analyzes budget appropriation transfers, travel forms, and various information from departments; prepares, administers, and monitors a portion of the City budget; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Assists in developing forms and material for use in the annual budget preparation, in conducting workshops relating to the budget process and in reviewing departmental budget submissions.
2. Prepares budget, payroll and project expenditures, and projects financial and budgetary needs for area of assignment. Initiates requests for budget transfers.
3. Prepares recommendations for shortfalls and actions necessary to balance budget accounts.
4. Analyzes departmental requests for budget appropriation transfers.
5. Analyzes statistics, revenues, expenses, and discrepancies and prepares periodic reports as needed.
6. Reconciles budget expenditures with transactions.
7. Verifies and ensures compliance with City requisition and travel procedures.
8. Prepares billings for EMS transport, fire prevention inspections, and false alarms in accordance with City revenue ordinances.
9. Maintains financial records for all departmental revenues, analyzes departmental billings and collections, and conducts collection actions for all revenues owed to the City for services rendered by the Fire Department.
10. May supervise accounting or support staff within area of assignment.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of City, federal and state laws, rules and regulations related to governmental accounting and finance.
- Knowledge of budgetary planning, development, and management methods and practices.
- Knowledge of computer hardware and software utilized in budgetary and accounting practices.
- Knowledge of management and supervision practices and procedures.
- Knowledge of statistical research and analysis of budget and accounting projections.
- Skill in utilizing financial databases for research, analysis, and informational purposes.
- Skill in using computer and finance software applications including spreadsheets and databases.
- Skill in developing budgetary projections.
- Skill in assigning, reviewing, and evaluating work.
- Ability to utilize effective verbal and written communication in developing written and verbal reports.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform similar other actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree from an accredited college or university with a major in Accounting, Finance, Business Administration or related field and one (1) year of progressively responsible municipal budgeting, billing, collection, or revenue generation experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.