



## Job Description

### Budget & Grants Analyst

Pay Grade: G10

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum two (2) years of experience in government dealing with the public in a related field.

**Minimum Education Requirements:** Bachelor's Degree in a related field.

**Department:** Financial Services.

**Direct Supervisor:** Finance Director.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license.

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**Job Summary:** Responsible for professional accounting work dealing with complex analytical tasks relating to the budget process, grants, investments, pension revenues and various other accounting processes.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Analyze revenue and expenditure trends and prepare revenue and expenditure projections, as well as special financial and statistical reports of a complex nature, for current and future year budgets.
- Perform analyses of current operating programs by evaluating fees and costs associated with services being performed. Review revenue enhancement or expenditure saving ideas to determine feasibility.
- Perform complex analytical work for proposed or special projects by assessing and determining factors such as cost, fees, profit or loss, and other relevant issues.
- Develop the annual budget document in accordance with industry best practices and ensure compliance with applicable state statutes, including Truth in Millage.
- Prepare financial reports on a monthly or quarterly basis, including, but not limited to, revenues and expenditures, grants, capital improvement projects, investments, and performance measures.
- Monitor and recommend the investment of all funds controlled by the City, excluding pension funds, in accordance with established policy.
- Research, analyze, and prepare financing alternatives associated with debt service.
- Prepare statistical information associated with the Comprehensive Annual Financial Report (CAFR).
- Monitor federal and state grant opportunities as they become available. Maintain grant files and all necessary paperwork in accordance with federal, state, local, and grant agency guidelines. Responsible for financial portion of grant execution (e.g. reimbursement requests, financial reporting).
- Process accounts receivable billing on a monthly basis.
- Prepare various reports, financial statements, and requisitions.
- Perform other job duties as assigned.



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#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Office processes, procedures, and equipment.
- Governmental accounting and auditing principles and practices in their application to a wide variety of accounting transactions and problems.
- Electronic data processing applications to accounting functions.

##### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Advanced computer experience in Excel, PowerPoint and Word.
- Follow and relay complex oral and written instructions, policies and procedures.
- Strong Basic math and accounting skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

##### **Abilities**

- Analyze and prepare statistical information.
- Prepare special and regular financial and statistical reports.
- Make decisions within established accounting policies and procedures.
- Establish and maintain effective relationships with subordinates, other employees and the general public.

#### **Physical Demands**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.



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\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

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Human Resources

\_\_\_\_\_  
Date