

# BUDGET ANALYST

*The eligible list resulting from this position may be used to fill similar City of Milwaukee positions.*

**THE PURPOSE** of this position is to promote and protect the financial integrity and stability of the MPS district through budget development, administration and analysis, as well as through monitoring programs, procedures and legislation, both internal and external, that could affect MPS finances and operations.

## **ESSENTIAL FUNCTIONS**

- **Budget Preparation:** Provide fiscal, program and legislative analysis to department heads and the superintendent in support of annual budget allocation recommendations and key department and special interest budget initiatives. Provide training and instruction to school leaders and department heads in the preparation of line item budgets and budget narratives for presentation of the Superintendent's Proposed Budget.
- **Budget Monitoring:** Enforce district financial standards through the monitoring of department and school expenditures. Direct budget and expenditure reclassifications as appropriate. Advise district administrators, program managers and school leaders of variance concerns and recommend improvements to financial practices.
- **Project Management:** Provide technical and policy assistance to department/division heads and school leaders as they develop their annual performance measure budgets. This includes training and assisting fiscal staff, district managers and school leaders in linking strategic objectives to budget resources and school education plans. Function as project leader for performance and budgeting.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Finance, Accounting, Public Policy Administration or closely related field from an accredited college or university.
2. At least two years of experience in finance, accounting, budgeting, business research or closely related field.
3. Residency in the City of Milwaukee within twelve months of appointment and throughout employment.

**NOTE:** Equivalent combinations of training and experience may be considered.

## **DESIRABLE REQUIREMENTS:**

1. Research experience is highly desirable.
2. Government experience is preferred.

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

- Knowledge of financial concepts.
- Ability to work under pressure due to multiple priorities and strict time schedules.
- Ability to understand and interpret policies and procedures; labor contracts; and state and federal regulations governing financial management and reporting requirements.
- Analytical and problem-solving skills and ability to exercise sound judgment.
- Excellent oral and written communication skills including the ability to make effective and concise presentations of recommendations and to explain complex financial concepts clearly and concisely.
- Ability to interact effectively with persons from diverse backgrounds and from a variety of district departments.
- Ability to work independently with little or no supervision.
- Planning and organizing skills.
- Computer skills including proficiency with Microsoft Word, Excel and PowerPoint and database software.

***Budget Analyst (MPS)***

**THE CURRENT SALARY RANGE** is \$59,211 to \$85,903 annually with excellent benefits. Recruitment is normally at the beginning of the range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation, written, oral or performance examinations or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the oral and performance examination. The oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 21, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City are met. Qualified applicants will be notified of the date, time and place of the examination.

**APPLICATIONS** and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells Street, Milwaukee, WI 53202, online at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.

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