

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Budget and Grants Analyst
DEPARTMENT: Finance and Administrative Services
FLSA STATUS: Exempt

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.

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

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- 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

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- 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

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 knowledge, 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

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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.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date

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Supplemental Questions

1. What is your highest level of education?
2. Major Course of Study:
3. Computer Skills: Please check all applicable boxes to indicate which software you have worked with on a regular basis and can demonstrate proficiency. (You may be required to take a test or demonstrate proficiency.)
4. How many years of verifiable work experience do you have in budget development?
5. List the employers and dates (from your application) that support this experience.
6. How many years of verifiable work experience do you have in performing accounting and financial reporting work?
7. List the employers and dates (from your application) that support this experience.
8. How many years of verifiable work experience do you have in contract or grants compliance and administration?
9. List the employers and dates (from your application) that support this experience.
10. Using relevant work experience and specific examples, briefly describe your experience in budgeting, accounting and financial reporting work.
11. Using relevant work experience and specific examples, briefly describe your experience in performing fiscal or operational analysis.
12. Describe why you desire employment in a financial position with the City of Coconut Creek. Please also state any additional information you feel may be helpful to us considering your application.
13. Please describe a related job you have held, including task and other factors that you liked most about the job, as well as those you liked least about the job and why.