



City of Poulsbo Position Description

Position Title: Senior Budget Accountant	Reports To: Finance Director	
Department: Finance Department	Revised Date: June 22, 2018	Revised By: DB
Salary Schedule: Teamsters	FLSA: Non-Exempt	

General Purpose:

Under the direction of the Finance Director, the Budget Analyst/Senior Accountant performs a variety of responsible fiscal and program analysis for areas such as budget, capital improvement, accounting, and other special projects; analyze and develop budget projects and forecasts for revenues, expenditures, salaries and benefits, and special budgets using electronic spreadsheets and economic indicators; draft written narrative for budget, capital improvement and other documents in non-technical language for the public and City Council.

Supervisory Responsibilities:

The Budget Analyst/Senior Accountant reports to the Finance Director and serves as a member of the Finance Department team. Serves as a lead for any temporary employees and volunteers if assigned.

Essential Functions of the Job:

1. Draft written narrative and analysis for preliminary budget, final budget, capital improvement program, and financial trend monitoring documents
2. Coordinate with City department personnel to provide financial information and assistance regarding the budget and other financial projects
3. Assist in development of budget process, budget instruction manual; provide input regarding efficiency and effectiveness of budget process; provide information regarding current rules and regulations
4. Provide computerized technical financial records, reports and assigned special projects; develop computer spreadsheet models and representative graphs; prepare appropriate reports and trend analysis
5. Develop and maintain Model for five-year forecast of revenues and expenditures taking into account: historical trends, maintenance and operation costs, projected debt service, capital costs and City policies, state and federal laws; coordinate computer budget input and reconciliation.
6. Continually review revenue opportunities for the City

7. Utilize the budgeted salary and benefit program to budget for personnel in City department
8. Prepare and analyze the City's major revenue sources using computer modeling; provide written forecast analysis explaining major components and changes in non-technical language
9. Prepare City Improvement Program (CIP) using a PC database for projects based on department requests, public input, debt capacity analysis and forecasted revenues
10. Prepare financial trend monitoring system on computer model using financial indicators, debt ratios, revenue expenditures per capita, etc.; update annually with warning indicators
11. Review monthly operating budgets to analyze trends affecting needs and consult with department heads to assure adjustments are made in accordance with program changes to facilitate long-term planning
12. Administer and post budget amendments and quarterly budget amendment ordinance
13. Assist with special one time only projects, such as analyzing annexation costs; prepare variety of other statistical reports and written material regarding cost, labor, revenue, expenditures projections
14. Prepares monthly and quarterly statements for Council and public presentation.
15. Presents to Finance/Admin and City Council presentations necessary for the budget process.
16. Monitor sales tax information, prepare related sales tax reports, track vendors for compliance, and assure council and staff has current Department of Revenue Secrecy forms.
17. Prepares monthly journal entries
18. Prepares monthly financial reports
19. Prepares monthly excise tax return
20. Prepares Statements and Tables for the Annual Comprehensive Annual Report (CAFR)
21. Maintains City Finance Department web page
22. Conducts newspaper bid process.
23. Administer City Debt and all related debt activity; debt service funds, process debt and administrative debt fee payments, prepare amortization schedules, calculate debt limits, prepares and updates debt policy, works with Finance Director supporting any future or refunding debt issue.
24. Performs all other related duties as assigned by the Finance Director or as may be necessary to assist departments

Performance Requirements (Knowledge, Skills and Abilities):

- X A working knowledge in the fields of accounting, fiscal management, and budget preparation including legal, technical and organizational aspects as well as sources of current knowledge of the field
- X Management skills including leadership, problem analysis and decision-making, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management
- X Written and oral communications skills for working with a diversity of personnel, public officials, and citizens

- X Ability to obtain a working knowledge of department operations and procedures, federal, state, and local pertinent regulations
- X Ability to work with computer systems and utilize both networked and personal computer applications
- X Knowledge and ability in fiscal and records management including cost analysis and budget analysis and development

Working Environment:

Work is performed in an office setting with extensive work performed at a computer workstation.

Environment includes a normal range of noise and other distractions with very low ever day risks working around standard office equipment. Attendance at meetings may require working evening hours.

Experience and Training Requirements:

Bachelor's degree in finance, accounting, public administration or a closely related field and three (3) years of progressively responsible experience in municipal accounting or finance or any combination of education, professional certification and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job. Strong knowledge of computerized accounting systems and spreadsheets required. Experience with Microsoft Office preferred.

Licenses and Other Requirements:

Valid Washington State driver's license

- NOTE:
1. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
 2. While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
 3. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
 4. This document will be reviewed and updated yearly at time of employee performance appraisal, when position becomes vacant, or if position duties are changed significantly.

Date: January 1, 2000**Classification Title: Budget Analyst****Completed by:**

INSTRUCTIONS: Check any item that is applicable to the above-titled classification:

- | | |
|--------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Walking | <input type="checkbox"/> Work over water |
| <input type="checkbox"/> Walking rough terrain | <input type="checkbox"/> Working alone |
| <input type="checkbox"/> Running | <input type="checkbox"/> Working in remote locations |
| <input type="checkbox"/> Sitting | <input type="checkbox"/> Noisy work area |
| <input type="checkbox"/> Standing | <input type="checkbox"/> Direct sunlight |
| <input type="checkbox"/> Standing long periods | <input type="checkbox"/> Outside temperature extremes |
| <input type="checkbox"/> Maintaining balance | <input type="checkbox"/> Dampness |
| <input type="checkbox"/> Climbing stairs | <input type="checkbox"/> Work in water |
| <input type="checkbox"/> Climbing ladders | <input type="checkbox"/> Exposure to smoke |
| <input type="checkbox"/> Climbing inclines | <input type="checkbox"/> Exposure to noxious odors, fumes, chemicals |
| <input type="checkbox"/> Kneeling | <input type="checkbox"/> Exposure to liquid chemicals |
| <input type="checkbox"/> Bending | <input type="checkbox"/> Exposure to epoxy chemicals |
| <input type="checkbox"/> Stooping | <input type="checkbox"/> Exposure to poison oak or ivy |
| <input type="checkbox"/> Crouching | <input type="checkbox"/> Exposure to dust or pollen |
| <input type="checkbox"/> Reaching | <input type="checkbox"/> Exposure to insect stings |
| <input type="checkbox"/> Pushing | <input type="checkbox"/> Exposure to solvents, oil, ink |
| <input type="checkbox"/> Pulling | <input type="checkbox"/> Hearing voice conversation |
| <input type="checkbox"/> Twisting | <input type="checkbox"/> Hearing alarms |
| <input type="checkbox"/> Sense of touch | <input type="checkbox"/> Close vision |
| <input type="checkbox"/> Finger dexterity | <input type="checkbox"/> Far vision |
| <input type="checkbox"/> Gripping - fingers and hands | <input type="checkbox"/> Side vision |
| <input type="checkbox"/> Hammering | <input type="checkbox"/> Depth perception |
| <input type="checkbox"/> Shoveling | <input type="checkbox"/> Night vision |
| <input type="checkbox"/> Digging | <input type="checkbox"/> Color vision |
| <input type="checkbox"/> Mopping | <input type="checkbox"/> Wearing hard hats |
| <input type="checkbox"/> Operating a jackhammer | <input type="checkbox"/> Wearing safety glasses/goggles |
| <input type="checkbox"/> Lifting & carrying 1-20 lbs | <input type="checkbox"/> Wearing ear plugs or muffs |
| <input type="checkbox"/> Lifting & carrying 20-50 lbs | <input type="checkbox"/> Wearing respirators |
| <input type="checkbox"/> Lifting & carrying 50-100 lbs | <input type="checkbox"/> Wearing rubber or plastic gloves |
| <input type="checkbox"/> Operating passenger vehicle | <input type="checkbox"/> Wearing rubber boots |
| <input type="checkbox"/> Operating heavy truck | <input type="checkbox"/> Wearing chemical resistant clothing |
| <input type="checkbox"/> Operating heavy equipment | <input type="checkbox"/> Shift rotation |
| <input type="checkbox"/> Operating rotating machinery | <input type="checkbox"/> Work in confined space |
| <input type="checkbox"/> Work at heights | <input type="checkbox"/> Work on high ladder |

COMMENTS: