

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Non-Union, Exempt Position</b>	
		<b>DATE OF REVISION</b>	<b>01/12/09</b>
<b>POSITION</b>	<b>BUDGET ANALYST</b>	<b>MIN. ANNUAL SALARY</b>	<b>\$52,737.00</b>
<b>DEPARTMENT</b>	<b>FINANCE (13-01-513)</b>		
<b>JOB CODE</b>	<b>42565</b>	<b>GRADE</b>	<b>N40</b>

**PHYSICAL LOCATION:**

- 604 Simonton Avenue

**REPORTING RESPONSIBILITIES:**

- Finance Director or designee

**GENERAL FUNCTIONS:**

- This is a professional management position with financial and accounting responsibility involving all aspects of the City's annual budget; preparation, review, analysis, control and policy recommendation and implementation. Responsible for review of manpower requests; ensuring that manpower levels, salaries and changes are within the parameters set by the budget. Will assist with other management duties as assigned by Finance Director or designee.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write speak and understand English in order to perform duties of this description
- Able to work a forty (40) hour work week, more when necessary
- Able to use equipment and/or materials as specified in this job description
- Computer literate and keyboard/mouse proficient
- Able to see and hear well enough to perform the duties of this job description

**EQUIPMENT TO BE USED:**

- Computer (p.c. & mainframe), with various software packages
- General, varied office equipment, i.e., copiers/fax machines, adding machines.

**ENVIRONMENT:**

- Air-conditioned offices.

**PHYSICAL REQUIREMENT:**

- Standing 4%
- Climbing 1%
- Bending 1%
- Reaching 3%
- Walking 5%
- Lifting 2%
- Sitting 84%

**DUTIES/TASKS/JOBS:**

- Review/approve expenditures as measured against the budget and need.
- Review/approve manpower requests as compared to budget constraints.
- Responsible for all aspects of budget preparation & distribution.
- Review and approve purchase requisitions, commission agenda items, payment requests and budget amendments.
- Provide annual analysis to external auditor for all city funds' revenue expenditures.
- Ad Hoc report including but not limited to: Capital Projects, Grant, donations and Tourism which includes Special events and Cruise ships.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATION:**

- Knowledge of, or ability to learn; City Charter, Code of Ordinances, Policies and Procedures, as well as appropriate contracts, as needed.
- Ability to follow procedures with minimal supervision.
- Knowledge of office processes, procedures, and equipment.
- Knowledge of accounting and auditing principles and practices in their application to a wide variety of accounting transactions and problems.
- Knowledge of electronic data processing applications to accounting functions.
- Ability to make decisions within established accounting policies and procedures.
- Ability to prepare and explain financial statements, accounting reports and records.
- Ability to establish and maintain effective relationships with other associates, staff of various grants and other agencies and the general public.
- Computer literate and keyboard/mouse proficient.
- Thorough knowledge of, but not limited to PC applications (Microsoft Office) with extensive Excel experience required.
- Ability to communicate effectively both orally and in writing.
- Bachelor's degree in Business Administration with 4 years progressive experience in municipal government accounting is required.
- Four years administrative experience.
- Extensive governmental budget experience will be considered in lieu of degree requirement.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY  
AFFIRMATIVE ACTION, VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
525 Angela Street, 1st floor  
Key West, FL 33040  
Office Telephone: (305) 809-3714**