



**CITY OF PORT ORANGE**  
invites applications for the position of:  
**Financial/Budget Analyst**

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**SALARY:** \$18.44 - \$20.28 Hourly  
\$38,355.20 - \$42,182.40 Annually

**OPENING DATE:** 10/21/16

**CLOSING DATE:** 12/02/16 04:30 PM

**JOB TYPE:** Full Time

**DEPARTMENT:** FINANCE

**POSITION OBJECTIVES:**

Provides complex and diverse financial, budget and management analysis by applying principles of accounting to analyze past and present financial operations, and estimates future revenues and expenditures. Develops, interprets and implements complex financial and accounting concepts, or techniques for financial planning and control. Coordinates formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of organization by performing the following duties

**ESSENTIAL FUNCTIONS:**

- Analyzes financial information and prepares financial reports to summarize and interpret current and projected City financial position.
- Collects and analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments and obligations incurred to project future revenues and expenses.
- Assists in the preparation of the City's Comprehensive Annual Financial Report and annual Budget report.
- Assists in the preparation of the City's annual budget based on the organization's performance, estimated revenue, expense reports and past budget numbers.
- Prepares and maintains the personnel budget along with modeling, projecting and forecasting the City's salary and benefits as a whole.
- Monitors compliance with generally accepted accounting principles and City procedures.
- Assists in the conduct of internal City audits.
- Reviews operating budgets periodically to analyze trends affecting budget needs.
- Correlates appropriations for specific programs with appropriations for divisional programs.
- Prepares budget transfers as required in accordance with policies and procedures.
- Evaluate, analyze, project and coordinate the various revenue budgets of the City with concentration on the General Fund revenues.
- Consults with City staff and Department Heads to ensure that budget and financial adjustments are made in accordance with City policies and procedures.
- Assists in the design and implementation of accounting and budgetary control systems.
- Assists in the maintenance of the automated accounting and budgeting systems which provide control of expenditures for activities.

- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Performs statistical analysis to determine trends, estimates and significant changes, and writes narrative reports explaining findings.
- Reviews, investigates and corrects errors and inconsistencies in financial entries, documents and reports.
- Collects appropriate data and prepares federal, state and local reports.
- Provides negotiation support for the City's collective bargaining agreements including compensation computations.
- Performs related work as required. These additional duties may be representative of tasks typically performed by those in a lesser or more advanced job grade.

**EDUCATION & EXPERIENCE:**

- Bachelor's Degree in accounting, finance or related field.
- Six (6) years of progressively responsible experience in public sector budgeting, financial analysis and/or accounting.
- Equivalent combination of education and experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals in a professional, error-free manner.
- Ability to effectively present information and respond to questions from supervisors, clients, customers, the general public, Board and Commission members, and the City Council.
- Ability to calculate figures and amounts such as interest, percentages, and discount rates.
- Ability to understand and perform statistical analyses.
- Ability to apply concepts such as fractions, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Skill in the design and use of financial/economic tools and models.
- Proficiency in using computer software including Windows, the Microsoft Office suite of software products, and other financial software applications.
- Excellent communications skills, both oral and written, to work effectively with all levels of staff, elected officials, representatives of private business entities, and the general public.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.port-orange.org>

Position #2016-90  
FINANCIAL/BUDGET ANALYST  
HC

1000 City Center Circle  
Port Orange, FL 32129  
386.506.5560

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**Financial/Budget Analyst Supplemental Questionnaire**

\* 1. Do you have at least a Bachelor's Degree in accounting, finance or related field?

- Yes  
 No

\* 2. Do you have at least six (6) years of progressively responsible experience in public sector budgeting, financial analysis and/or accounting or an equivalent combination of education and experience?

Yes

No

\* Required Question