

# Water Authority Position Description

## BUDGET ANALYST

Status	Position Code	Level	Date
APPROVED	BUAN	P27	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

ANALYZE BUDGET AND FINANCIAL DATA TO ASSESS ACCURACY, COMPLETENESS AND CONFORMANCE WITH PROCEDURES; PROVIDE FINANCIAL REPORTS, AND PREPARE JOURNAL ENTRIES TO POST TO PROPER ACCOUNTS.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSEWORK IN ACCOUNTING, BUSINESS ADMINISTRATION OR A RELATED FIELD, PLUS FIVE (5) YEARS OF FISCAL MANAGEMENT EXPERIENCE IN A COMBINATION OF BUDGET ANALYSIS, ACCOUNTING OR FINANCE.

### ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE  
POSSESSION OF, OR ABILITY TO OBTAIN, A VALID AUTHORITY OPERATOR'S PERMIT (AOP)

### SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM THE CHIEF FINANCE OFFICER

### ESSENTIAL FUNCTIONS

1. PREPARE, EVALUATE, AND DEVELOP THE GENERAL FUND AND DEBT SERVICE FUND OPERATING BUDGETS. PREPARE ANNUAL SALARY FORECAST AND BASE BUDGET FORECAST. PARTICIPATE IN DIVISION BUDGET MEETINGS AND MAKE RECOMMENDATION RELATED TO BUDGET SUBMISSIONS. ASSIST DIVISIONS IN PREPARATION OF YEARLY BUDGETS AND WITH ISSUE PAPER SUBMISSION. REVIEW DIVISION BUDGETS FOR ACCURACY AND COMPLIANCE WITH POLICY; MAKE AMENDMENTS AND ADJUSTMENTS TO BUDGET AS REQUIRED. PREPARE PROPOSED BUDGET SUBMISSION AND MANAGE CHANGES; PREPARE FINAL BUDGET FOR SUBMISSION TO GOVERNING BOARD AND STATE OF NEW MEXICO. SUBMIT APPROVED BUDGET DOCUMENT TO GFOA DISTINGUISHED BUDGET AWARD PROGRAM.
2. PROVIDE FISCAL SUPPORT AND ANALYSIS FOR THE WATER AUTHORITY. PREPARE MONTHLY FINANCIAL REPORTS FOR GOVERNING BOARD OF REVENUES, EXPENSES AND WORKING CAPITAL FOR ALL OPERATING FUND PROGRAMS. SUBMIT REPORTS OF REVENUES, EXPENSES AND WORKING CAPITAL TO NEW MEXICO DEPARTMENT OF FINANCE AND ACCOUNTING SERVICES (DFAS), LOCAL GOVERNMENT DIVISION.
3. PREPARE PROJECTIONS OF EXPENSES AND REVENUES FOR DISTRIBUTION TO DIVISIONS. MONITOR AND ANALYZE DIVISION BUDGETS AND PREPARE JOURNAL ENTRIES AND BUDGET TRANSFERS AS NEEDED. ASSIST DIVISIONS WITH MANAGEMENT OF BUDGETS BY RECOMMENDING EXPENDITURE CONTROL OR OTHER OPTIONS TO INCREASE EFFECTIVENESS. PREPARE VARIOUS REPORTS AS REQUESTED FOR DIVISIONS.
4. PREPARE CASH FLOW FORECASTS FOR OPERATING FUNDS FOR USE IN INVESTMENT DECISION-MAKING. PARTICIPATE IN THE INVESTMENT OF WATER AUTHORITY FUNDS. ASSIST IN DEVELOPMENT, REVIEW AND REVISION OF INVESTMENT, FINANCIAL, AND BUDGET POLICIES FOR WATER AUTHORITY.
5. ASSIST TREASURER BY PREPARING AND/OR APPROVE WIRE TRANSFERS FOR PAYMENTS, TRANSFERS BETWEEN BANKS/BANK ACCOUNTS. SERVE AS ADMINISTRATOR FOR BANKING WEBSITES-APPROVAL/CREATION/MODIFICATION OF USERS IN SYSTEMS.
6. SERVE AS ADMINISTRATOR FOR PURCHASING CARD PROGRAM. ISSUE NEW CARDS, PREPARE AND REVIEW MONTHLY UPLOAD FROM P-CARD TO FINANCIAL SOFTWARE.
7. PREPARE ACCOUNTS RECEIVABLE BILLING FOR COMPOST, LABORATORY SERVICES, AND OTHER MISCELLANEOUS BILLINGS IN THE CUSTOMER CARE BILLING SYSTEM.
8. PREPARE DEBT SERVICE PAYMENT SCHEDULES. PREPARE OR APPROVE PAYMENTS AND WIRE TRANSFERS. UPDATE DEBT SERVICE SOFTWARE.
9. PROVIDE TECHNICAL ASSISTANCE AND TRAINING TO DIVISION MANAGERS AND OTHER FINANCIAL STAFF ON BUDGET POLICIES, PROCEDURES AND RELATED ISSUES.
10. REVIEW AND PAY BIWEEKLY PUBLIC EMPLOYEE RETIREMENT ASSOCIATION (PERA) PREMIUMS.

#### **SUPPLEMENTAL FUNCTIONS**

1. MAY OVERSEE RESEARCH AND ANALYSIS OF SPECIAL PROJECTS; PREPARE REPORTS ON SPECIAL PROJECTS AS REQUIRED.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

**PREFERRED KNOWLEDGE**

BASIC PRINCIPLES AND PRACTICES OF ACCOUNTING  
BASIC PRINCIPLES OF BUDGET PREPARATION, DEVELOPMENT AND CONTROL  
BASIC PRINCIPLES AND PRACTICES OF RESEARCH AND ANALYSIS  
BASIC METHODS AND TECHNIQUES OF GOVERNMENTAL ACCOUNTING  
BASIC PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND REPORTING  
BASIC MATHEMATICAL PRINCIPLES  
COMPUTER SOFTWARE WITHIN ASSIGNED AREA  
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT  
PRINCIPLES AND PRACTICES OF ECONOMICS, STATISTICS AND MATHEMATICS  
METHODS AND TECHNIQUES OF RESEARCH AND ANALYSIS  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

**PREFERRED SKILL/ABILITY**

PREPARE, DEVELOP, MONITOR AND ADJUST BUDGETS  
CONDUCT RESEARCH AND COMPILE DATA  
PERFORM FINANCIAL ANALYSES  
PREPARE CLEAR AND CONCISE FINANCIAL REPORTS  
OPERATE OFFICE EQUIPMENT  
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS, WORK CLOSELY WITH OTHERS.

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS OF TIME.  
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT.