



CITY OF ANKENY IOWA
invites applications for the position of:

Budget Analyst

SALARY: \$34.09 - \$45.75 Hourly
\$70,911.00 - \$95,166.00 Annually

OPENING DATE: 05/23/22

CLOSING DATE: 06/12/22 11:59 PM

FUNCTION:

The City of Ankeny is seeking applicants for the fulltime position of Budget Analyst, which will report to the Administrative Services Director within the City Manager's Office. The Budget Analyst will perform a variety of accounting, budgeting, and financial reporting functions and related work as required.

The full salary range is **\$70,911.00 - \$95,166.00 with a starting salary range of \$70,911 - \$82,089**, depending on experience, plus excellent benefits. Pre-employment drug screen and background check required.

Deadline to apply is June 12, 2022 at 11:59 PM. Interested applicants should apply online and submit a cover letter and resume.

*To advance in the hiring process, you must pass a civil service exam to be administered to all qualified applicants. Additional information will be emailed on **Monday, June 13, 2022**. Please check your email (and junk email) for testing information. Contact HR if you do not receive the testing information on 06/13/2022.*

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Reviews and analyzes data submitted by departments for inclusion within the annual budget and five-year capital improvement program.
- Reviews purchase requisitions for budgetary compliance.
- Assists in the preparation of the budget document in accordance with the standards established by the Government Finance Officers Association's Distinguished Budget Presentation Award Program.
- Prepares long-range financial forecasts, including establishing benchmarks and estimates for the City's main revenue and expenditures sources and researches revenue and expenditure patterns.
- Assists in the development and implementation of budget policy.
- Maintains the performance measurement system and links performance measures to departmental budget objectives and the City's strategic plan.
- Prepares work papers for the annual comprehensive financial report.
- Assists in the preparation of State and Federal reports including grant, budget, tax increment financing, and other finance related reports.
- Maintains files for the City's tax increment financing program and prepares payment requests.
- Prepares schedules and budget documents for the City's budget and capital improvement program.

- Maintains the budget in the financial accounting software.
- Provides support and expert technical assistance to departments in resolving budget issues.
- Provides training in the preparation, presentation, and monitoring of annual budgets.
- Performs duties involving complex research, analysis and forecasting, including developing efficient budget processes and procedures.

ENTRY REQUIREMENTS AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, public administration or related field; and three years of governmental accounting experience or other related work experience.

Knowledge of the principles and practices of governmental accounting, taxation, and revenue management; ability to compile information and to prepare reports; ability to establish and maintain effective working relations with co-workers and the public and to direct the work of others. Ability to work independently to complete projects and tasks.

WORKING CONDITIONS:

- Works in office environment.
- Must keep regular and reliable attendance at work.

PHYSICAL REQUIREMENTS:

- Must be sighted.
- Must be insurable.
- Must be able to hear a normal conversation.
- Must be able to speak clearly at normal rate of conversation.

With a population of more than 70,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at www.ankenyiowa.gov. The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ankenyiowa.gov>

Position #00443
BUDGET ANALYST
AD

410 West 1st St
Ankeny, IA 50023-1557
515-965-6400

adawson@ankenyiowa.gov
