



CITY OF CEDAR RAPIDS
invites applications for the position of:

Budget Analyst I/II

SALARY: \$62,233.60 - \$96,200.00 Annually

OPENING DATE: 06/13/22

DESCRIPTION:

Do you have strong accounting skills, an eye for detail, and want a position that will provide meaningful and challenging work that supports City financial operations? The City of Cedar Rapids seeks an experienced professional to perform a variety of tasks including accounting functions, preparing budgets and financial plans, as well as performing a variety of complex research, analysis, and reporting responsibilities including identifying financial issues and recommending solutions. If this sounds like you, apply today! **We are hiring for a Budget Analyst I and a Budget Analyst II.** At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community. We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation; therefore, we encourage people from all backgrounds to apply to this position. *Any person who anticipates needing accommodations for any part of the recruitment process please contact Katie Ulmer (k.ulmer@cedar-rapids.org or 319-286-5138).*

What is in it for you?

The City provides outstanding pay, benefits and time off. With participation in the Wellness Program, the Choice Family PPO plan cost is only **\$63.88 per month for 2022! Additionally we offer:**

- Medical co-insurance for participating providers of 90% plan / 10% employee
- Iowa Public Employee's Retirement Pension plans (IPERS), with a 9.44% City contribution and 6.29% employee contribution
- 11 paid holidays per year
- Up to \$3,000 per year in educational assistance
- 4 weeks of paid parental leave
- Generous flex leave (paid-time off)
- Annual pay increases
- Typically receive annual cost of living increase depending on budget
- 100% City paid basic life insurance
- Dental, vision, long-term disability, and supplemental life insurance
- Commitment to professional development
- View our non-bargaining Choice Plan Benefits Summary

About the Position:

Performs a variety of budget, planning, analysis, research, reporting, rate model, and accounting duties to support and assist the Analyst division.

The Budget Analyst II position is differentiated by performing complex research, review, analysis, and reporting responsibilities that require additional leadership responsibilities involving a higher level of financial involvement with City departments.

An ideal candidate would have experience in accounting functions, be very detail and accuracy focused, and have the ability to perform a variety of duties, often changing from one task to another of a different nature.

Position Schedule: Monday-Friday 8:00am-5:00pm**Salary:**

- I: \$62,233.60- \$84,052.80 annually
- II: \$71,260.80- \$96,200.00 annually

Salary ranges listed above are evaluated in regards to relevant years of experience and education to determine fair and equitable pay.

This position will be advertised until filled.

Successful completion of a pre-employment background check, physical examination (if applicable) and drug screen are required prior to employment with the City of Cedar Rapids.

The City of Cedar Rapids does not offer sponsorship for employment authorization.

EXAMPLES OF ESSENTIAL DUTIES:**I:**

- Assists in preparing the city operating budgets and budget amendments.
- Performs budget and actual research and analysis.
- Handles importing and posting of journal entries in City Financial System.
- Assists with routine division processes.
- Runs standardized financial reports for department and Finance use.
- Creates routine written reports and financial summaries of financial performance for departments and Finance management.
- Reviews detail of transactions in City Financial system for assigned departments and processes. Determines and prepares necessary journal entries.
- Assists departments such as Public Safety and Administrative areas with routine requests and tasks that require using standardized processes for completion. Such departments have a straightforward budget with the largest cost being employee wages and benefits.
- Performs internal audits to monitor accounting and budget records.
- Ensures compliance with all established City policies.
- Performs related work as required.

II:

- Maintains City capital improvement project information in City financial system and ensures proper use of capital project funds.
- Coordinates, prepares and maintains the city operating and capital improvement project budgets and budget amendments and ensures proper use of funds and budget.
- Creates detailed written reports and financial summaries of financial information or performance.
- Performs a variety of detailed budget and actual review, research, analysis, and reporting.
- Reviews detail of transactions and maintains financial information in City Financial system.
- Responsible for mid-month and month end processes to ensure the integrity of the Financial system.
- Reviews and approves City journal entries.
- Identifies problems and issues and provides solutions, recommendations, and alternate options.
- Prepares long term financial plans, complex calculations, and rate structures.
- Provides a variety of department and finance training and guidance.
- Leads departments such as Internal service areas and Public Works through annual budget and planning processes while setting fees and ensuring financial sustainability of operations and capital improvement projects. This requires understanding of business operations, fund accounting, capital assets requirements, and being current on laws and regulations.
- Performs internal audits to monitor accounting and budget records.
- Ensures compliance with all established City policies.
- Assists with special projects such as cost/benefit analysis.
- Performs related work as required.

TYPICAL QUALIFICATIONS:

I:

Required Education and Experience

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a related field and
- One (1) to three (3) years of experience in accounting, research, analysis, and drawing conclusions or
- An equivalent combination of education and/or experience
- Excellent written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

II:

Required Education and Experience

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a related field and
- Three (3) to five (5) years of experience in accounting, research, analysis, building cost of service rates, and making conclusions and recommendations or
- An equivalent combination of education and/or experience
- Excellent written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cedar-rapids.org/>

Position #NB479/NB480- 06/13/2022
 BUDGET ANALYST I/II
 KU

101 First Street SE
 Cedar Rapids, IA 52401
 319-286-5000

k.ulmer@cedar-rapids.org

Budget Analyst I/II Supplemental Questionnaire

- * 1. Describe your specific experience with performing routine accounting and/or cost accounting duties.
- * 2. Describe specific tasks you have performed associated with researching and analyzing financial issues and then drawing conclusions and making recommendations. Include an example.
- * 3. Upon employment with the City of Cedar Rapids, any secondary employment outside

of the position you are hired for must be approved by the Department Director as well as Human Resources Director. (See policy details here: <https://bit.ly/CR-206>). Please initial below if you acknowledge that you would adhere to this policy if selected for this position.

* 4. What are your salary expectations?

* Required Question