



## City of Ames Budget and Finance Analyst

|                        |                                     |                               |            |
|------------------------|-------------------------------------|-------------------------------|------------|
| <b>SALARY</b>          | \$69,552.00 - \$101,684.00 Annually | <b>LOCATION</b>               | 50010, IA  |
| <b>JOB TYPE</b>        | Full-Time                           | <b>JOB NUMBER</b>             | 23-0306-02 |
| <b>DEPARTMENT</b>      | Finance                             | <b>OPENING DATE</b>           | 04/17/2024 |
| <b>CLOSING DATE</b>    | 5/8/2024 12:00 PM Central           | <b>FLSA</b>                   | Non-Exempt |
| <b>BARGAINING UNIT</b> | MERIT                               | <b>RESIDENCY REQUIREMENT?</b> | No         |

---

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under general supervision, this position performs budgeting, accounting, and other financial functions of the City of Ames (City). Assists in the preparation of the City's annual program budget and capital improvement plan (CIP) documents, prepares reports for City management and departments, and monitors financial transactions for compliance with the City budget and financial policies. Also, performs other related duties as assigned.

***In order to be considered for this position, all applicants must submit their online application by the deadline listed in this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that the submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.***

### Compensation Philosophy:

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary

employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, skills above the minimum requirements when looking at a salary closer to or slightly above the median. **The median for this position is \$85,618 annualized.**

### **Benefits**

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF Program](#)

### **Examples of Essential Job Functions**

Compiles and reviews information to assist in the preparation of the City's budget and capital improvement plan, calculates fund balance information for budget planning, analyzes departmental budget submissions for accuracy and compliance with City policies, reviews departmental purchase requisitions for budgetary compliance, assists with the development and implementation of budget policy, prepares monthly departmental reports and reconciliations, provides departmental budgeting support, prepares reporting for State and other governmental entities, and assists other Finance Department personnel as needed.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity, and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leadership, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

### **Qualifications**

**Education and Experience:** A bachelor's degree in accounting, finance, business, public administration, or closely related financial field, and two years of experience involving the regular use of budgeting/accounting/finance principles and practices; or an equivalent combination of education and experience.

Experience and familiarity with governmental and fund accounting preferred.

**Knowledge, Skills, and Abilities:**

Knowledge of budgeting and accounting principles and practices. Knowledge of governmental budgeting and account

Strong analytical skills, excellent oral and written communication skills, experience working with complex financial software and good understanding and experience working with spreadsheet and word processing programs.

Ability to present a positive attitude, effectively communicate with departmental personnel and the public, deal courteously with customers and coworkers, and maintain effective relationships. Ability to understand and implement program budgeting principles, ability to understand and apply established City policies and guidelines, ability to analyze budget revenues, and expenses for discrepancies and effect on overall City financial performance. Ability to organize and manage time to consistently meet deadlines, and ability to effectively respond to changes in work plans.

## **Supplemental Information**

Required Physical Activities: Talking, hearing, and finger dexterity; occasional walking, reaching, standing, pulling and repetitive motions.

Physical characteristics of Work: Sedentary work requiring the exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, with walking and standing required only occasionally.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing reports and figures, accounting, and the use of a computer.

Environmental Conditions: The work is performed inside and the worker is not substantially exposed to adverse environmental conditions.

Equipment Essential to the Job: Computer, printer, telephone, 10-key calculator, copy machine, general office equipment.

### **Selection Process:**

The selection process consists of an evaluation of education, experience and supplemental questions; phone interview hiring assessment; on-site interview, which will include a manager meeting and written exercise; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\***

Depending on the number of qualified candidates, the City may forego phone interviews.

### **E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. Candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be

prepared to provide required documents on your first day of employment. For additional information regarding accept documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

*Veteran's Preference Points:*

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the post order to receive Veteran's Preference Points.

---

**Agency**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

## Budget and Finance Analyst Supplemental Questionnaire

**\*QUESTION 1**

Please tell us which position(s) on your application you use(d) Microsoft Excel, Word and Powerpoint; and indicate what is your proficiency with each software program.

**\*QUESTION 2**

Describe your experience coordinating budget input from others to prepare a consolidated budget.

**\*QUESTION 3**

Describe a significant special project that you have recently been responsible for at work.

**\*QUESTION 4**

Please briefly describe your experience in the areas listed below (a - f). When describing your experience, include your scope of responsibility, the length of your involvement, for which position on your application the work occurred, and any other significant information that best illustrates your qualifications.

a) Writing instructions for others to follow

**\*QUESTION 5**

b) Budget preparation and monitoring

**\*QUESTION 6**

c) Development and use of financial data queries for reporting and analysis

**\*QUESTION 7**

d) Development and/or maintenance of a financial account structure to support consolidation and reporting

**\*QUESTION 8**

e) Balancing several tasks and priorities to meet deadlines

**\*QUESTION 9**

f) Experience in governmental and fund accounting.

\* Required Question