Posted: 03-14-18

Oak Park

Position Recruitment Notification
For Internal & External Candidates

Job Classification: Budget & Revenue Analyst (4 openings)

Department/Division	Development Customer Service, Finance, Police and Public Works
Employment Status:	Full-time
Annual Salary/Grade:	$55,000 - $66,312 +/-DOQ/Grade 8
FLSA:	Exempt
Union:	Non-Union
Employment Commission:	N/A
Deadline for Application:	**April 6, 2018**

POSITION SUMMARY:

Serves the public with professional administrative and analytical duties in the areas of budget preparation, purchasing, payroll, data analysis and process improvement. Provides, prepares and maintains records, and financial and statistical reports and analysis which assist in the Village's ability to improve business processes and gain efficiencies through better use of technology. Budget duties include assisting in the development, analysis and application of performance measures with regard to Village services and resources; preparing, modifying, tracking and monitoring Village expenses and transfers; and conducting budget-related research and analysis. Financial duties relate to assisting in the maintenance of bank accounts, reconciliation of general ledger accounts, and preparation of funds for audit, audit follow-up and purchasing and providing administrative oversight and assistance in department payroll.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at http://www.oak-park.us/jobs. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: HR@oak-park.us ; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.

BUDGET & REVENUE ANALYST

DEFINITION:

Serves the public with professional administrative and analytical duties in the areas of budget preparation, purchasing, payroll, data analysis and process improvement. Provides, prepares and maintains records, and financial and statistical reports and analysis which assist in the Village's ability to improve business processes and gain efficiencies through better use of technology. Budget duties include assisting in the development, analysis and application of performance measures with regard to Village services and resources; preparing, modifying, tracking and monitoring Village expenses and transfers; and conducting budget-related research and analysis. Financial duties relate to assisting in the maintenance of bank accounts, reconciliation of general ledger accounts, and preparation of funds for audit, audit follow-up and purchasing and providing administrative oversight and assistance in department payroll.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from the Department Director or designee.

EXAMPLES OF DUTIES: *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

1. Provides highly capable administrative support to assigned departments during all phases of the budgeting process including preparation of the department level annual budget requests, yearend revenue and expenditure estimates, multi-year forecasting, review of department submissions, analysis, and budget monitoring. Communicates with Departments regularly during all phases of the budget process. Respond in a timely manner to request from CFO and Village Manager.

2. Assists department(s) in developing, tracking and submitting statistical reports and performance measures with regard to Village services and resources; analyzes and applies performance measures in the budget process to improve Village services and utilize Village resources (money, work effort and time) more efficiently and effectively.

3. Audits and proofs accounting/budget & revenue reports for numerical and grammatical accuracy. Establishes and maintains a variety of files and records in a logical and organized manner. Prepares, copies, and forwards budget and revenue materials.

4. Assist with and audit payroll activity for assigned department including maintaining personnel and payroll records; processing paperwork for personnel actions including, new hires, change in status, and termination; and provide appropriation forms to staff; observe confidentiality on all payroll and personnel matters.

5. Department representative in the collective bargaining process as the subject matter expert on the application of CBA language to payroll process and budget impact.

6. Keeps informed on resolutions and ordinances additions and changes pertaining to the operation; suggests and implements improvements in ordinances and regulations as it relates

to revenues and expenditures.

7. Evaluates operational methods of purchasing internal and external goods and services to determine efficiency of operations. Implements approved changes by updating current written procedures and practices, and communicate those changes to Department. Provide assistance to Department with purchasing matters as needed.

8. Prepares reports and recommendations to the assigned departments or Village Manager on bids and Requests for Proposals. May develop specifications for the purchase of goods and services.

   Assists with the preparation of financial statements and related schedules for various funds for audit. May assist with audit financial statement notes, as required.
9. Assists with the timely month-end closings and provides other departments with financial and budget reports on a monthly basis (or mandate monthly?). Maintains up-to-date chart of accounts. May reconcile several bank accounts And generates monthly journal entries for several Funds.

10. Attends meetings to furnish information and record meeting minutes. Attends budget workshops and meetings as requested by supervisor.

11. Completes special projects and other related work as assigned.

12. Perform related duties and responsibilities as required.

13. Must have reasonable and predictable attendance.

<u>QUALIFICATIONS:</u> (*Required at time of hire and/or learned within a short period of time in order to successfully perform the assigned duties.)*

<u>Knowledge of:</u>

Municipal administration and management principles and practices.

Operations, functions, policies and procedures of municipal budgetary assignments.

Generally Accepted Accounting Principles (GAAP) and practices, as applied to general government accounting and related systems and procedures.

Collective Bargaining Agreements (CBA's); their application and their potential budget impact.
Enterprise fund accounting and capital improvement fund accounting as required by the position.

Payroll and Human Resource processes and procedures

State and municipal purchasing laws, regulations and procedures.

Computerized financial systems and their use in assigned accounting system or subsystems.

Windows and Microsoft Excel, Outlook, PowerPoint and Word.

Policy and process concepts.

Methods to assemble, analyze, interpret, and organize financial and performance data.

Statistical methods and/or other analytical tools.

Report writing and document preparation, spelling, grammar and punctuation.

Performance measures and their application to municipal operations and programs.

Ability to:

Establish and maintain effective working relationships with a diverse group of individuals and staff throughout the Village.

Prepare and maintain accurate and complete financial records and reports and prepare records in advance of external financial audits.

Understand complex financial information to a broad audience with varying understanding of public budgets and finance.

Develop project budgets and projections.

Ability to proposed use of technology and efficient business processes to reduce operating costs.

Read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memoranda, letters, reports, financial reports, and legal documents.

Perform a large volume of numerical detailed work accurately, make sometimes difficult mathematical computations.

Work within restrictions and demands of deadlines, managing multiple projects and assignments; use principles of prioritizing and time management.

Understand and follow complex oral and written instructions including technical terminology.

Apply principles of logical or scientific thinking to define problems, collect data, establish facts, draw valid conclusions, and interpret a variety of technical instructions in mathematical or diagrammatic form.

Make effective use of e-mail, scheduling software applications, mobile applications and Internet and web resources.

Maintain reasonable and predictable attendance.

Attend meetings and events before and after traditional work hours.

BUDGET & REVENUE ANALYST

EXPERIENCE AND TRAINING GUIDELINES:

Experience: three to five years finance, accounting, budgeting or payroll experience, preferably in a municipal environment desirable;

Training: Possession of a Bachelor's Degree in accounting or closely related field from an accredited university. Master's degree in Public Administration and/or designation as a certified public accountant (CPA) are desirable. Any combination of experience and education accepted.

License and Certifications: Possession of, or ability to maintain a valid Illinois driver license is required.

Physical Requirements: The ability to work in a primarily sedentary position and to lift, carry or otherwise move objects, books, materials, etc. using up to 20 pounds of force frequently. Maintain effective audio-visual discrimination and perception needed to make observations, communicate with others, and to read and write. Maintain mental capacity in stressful situations. Make sound decisions and demonstrate intellectual capability. Incumbent is subject to inside environmental conditions, with protection from weather conditions, but not necessarily from indoor temperature changes.