



Metropolitan Government of Nashville & Davidson County

Department of Human Resources

Invites Applications For The Position Of:

Management and Budget Analyst 2 #17112E

An Equal Opportunity Employer

Must apply on line at: www.nashville.gov

Metro Finance has several divisions, including procurement, treasury and management and budget. The department's employees are charged with providing financial management, information and business products to policy makers, departments, investors and the Nashville community to give them confidence in our government and to help them make informed decisions.

SALARY: 46,483.73/Annually

ISSUE DATE: 10/28/16

FINAL FILING DATE: 11/11/2016

THE POSITION:

This position is located in the Department of Finance, Office of Management and Budget and performs budget development, budget monitoring, professional organization-wide financial evaluations, program analysis, and service delivery assessment. The selected candidate will assist in government-wide operating and/or capital budget development, and may assist in the preparation and management of administrative accounts. Must have a good understanding of budgeting principles and the ability to work on multiple tasks with short deadlines.

TYPICAL DUTIES:

- Works closely with elected officials, department heads, and department financial managers to develop operating and capital budgets, execute financial plans and troubleshoot management issues.
- Monitors and analyzes the financial affairs of assigned departments that are generally complex; works to resolve budget issues.
- Participates in evaluating departmental performance, efficiency, and effectiveness.
- Assists departments with the technical and procedural aspects of preparing and submitting budget requests.
- Assists Finance Manager with management of Administrative accounts – review invoices and payments.
- Participates in the annual capital improvement budget process and capital spending plan formulation and management.
- Analyzes departmental budget requests for accuracy, cost effectiveness, and compliance with established budget policies and procedures.
- Prepares and analyzes estimates of assigned department's revenues and expenditures.
- Assists with the preparation, analysis, and management of the government-wide operating budget.
- Prepares various narrative, statistical, and financial reports and short and long term forecasts.

MINIMUM QUALIFICATIONS:

Bachelor's Degree and some professional-level experience (typically 1 to 3 years) in finance, public administration or related discipline. Master's Degree in a financial related field may substitute for professional-level work experience.

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working with government-wide or complex operating budgets
- Knowledge and experience with enterprise software applications
- Proficiency in Access Database software – database creation and utilization
- Excellent written and verbal communication skills
- Ability to use personal computers and Microsoft Word, Excel, and PowerPoint to facilitate financial and policy analysis
- Ability to evaluate business processes and make recommendations for process improvements

****An Incomplete application or missing documents may result in disqualification.**
Fill in complete work history, do not attach resume in lieu of requested information.**



Requests for ADA accommodation should be directed to David.Sinor@Nashville.gov or (615) 862-6735.