**BUDGET ANALYST**

**DEPARTMENT: Budget and Evaluation** **FLSA STATUS: Non-Exempt**

**REPORTS TO: Budget & Performance Director** **PAY GRADE: 34**

**HIRING RANGE FOR POSTING:** **$64,211-$87,149** **POSITION NUMBER: 2408**

**WHO WE ARE**

**At the City of High Point, we celebrate the creator in everyone. Building on our rich cultural history steeped in industrialism and innovation, our employees seek not only to transform themselves, but the world around us. We are collaborators, we are makers, we are visionaries.**

**We invite you to explore the many opportunities to serve our community, by sharing your talents, skills, and expertise. You'll join a diverse team of over 1,300 individuals dedicated not just to making a career, but a difference; because what we create in High Point, changes the world!**

**OUR CORE VALUES**

* **Integrity: Saying what we mean and consistently doing what we say with no desire other than the good of the citizens we serve. It means standing up for beliefs.**
* **Responsibility: A continual process that emphasizes a high level of personal accountability by each member of the organization.**
* **Partnership: Adding competitive value and quality to the services provided to our residents, businesses, and visitors through responsible fiscal stewardship, increased innovation, greater use of technology, and expanded civic, neighborhood and regional partnerships.**

**WHAT WE OFFER**

**The City of High Point offers a competitive salary commensurate with education and experience. We also offer generous benefits for full-time employees which include but are not limited to:**

* **A guaranteed monthly pension upon retirement, vested after 5 years of service**
* **Competitive medical, dental, and vision plans effective day one**
* **401K and 457B Retirement Plans**
* **PTO earned within first year**
* **13 Paid Holidays per year**
* **Tuition Reimbursement Plan**

**YOUR PURPOSE**

**Are you a detail-oriented professional with a passion for public service and financial analysis? Are you ready to apply your analytical skills in a collaborative, forward-thinking environment? If so, the City of High Point is looking for a motivated, independent self-starter to join our dynamic Budget and Evaluation team as a Budget Analyst. In this vital role, you’ll be at the forefront of shaping the City’s financial future—contributing to the preparation, analysis, and management of the City’s annual budget. You’ll work closely with departments across the organization to ensure resources are aligned with strategic goals and priorities. Guided by the Budget & Performance Director, you’ll have the opportunity to make a meaningful impact through data-driven decision-making.**

**WHAT YOU'LL DO**

* **Assist in the preliminary and final compilation of the recommended annual operating budget and capital improvement budget for the City.**
* **Assist in the preparation of supporting budget documentation, including revenue projections, statistical data and other financial information.**
* **Assess, review, and analyze assigned departmental budget requests and make appropriate recommendations as to funding levels using objective analytical methodology and established policy criteria.**
* **Monitor revenue and expenditure patterns and recommend financial corrective measures as required.**
* **Aid in the designing, implementation, and monitoring of the performance/efficiency measurement system for various city departments.**
* **Prepare informational materials on budget proposals.**
* **Conduct special management studies as assigned and present findings and recommendations.**
* **Study, devise, and recommend revisions of systems and forms to promote efficiency and production.**
* **Provide and verify information for other departments.**
* **Prepare monthly, quarterly, and annual budget reports.**
* **Assist departmental staff with budget issues and concerns.**
* **Perform other duties as assigned.**

**WHAT YOU'LL BRING**

**Required Qualifications**

* **Bachelor's degree from a four-year college with a degree or major coursework in public administration, business administration, finance, or closely related field.**
* **Minimum of two (2) years of experience in Microsoft Office (Word, Excel, PowerPoint) and the ability to learn new software quickly including web-based applications.**
* **Ability to establish and maintain effective working relationships with other city departments, employees, and the public.**
* **Ability to maintain all information in a confidential manner.**
* **Must be highly detail oriented and project a professional demeanor.**
* **Valid Driver’s License**

**Preferred Qualifications**

* **Master’s Degree in Public Administration (MPA)**
* **Prior governmental budgeting experience**
* **Excellent analytical and problem-solving skills**
* **Excellent organizational skills and attention to detail**
* **Ability to manage a variety of tasks simultaneously**
* **Excellent written and oral communication skills**

**OUR COMMITMENTS**

***The City of High Point is dedicated to fostering a work environment that values individuals from all backgrounds and seeks to attract and retain the most qualified partners in service to the citizens of High Point. As an at-will employer, the City allows employees to terminate their employment, or be terminated at any time, with or without cause, as long as it is not prohibited by law.***

***The City of High Point is committed to classifying and compensating its employees fairly for the work they do, weighing both the internal capabilities and the external market. While the job description is not intended to and does not create a contract of employment, we are excited to use this “living document” as a guide for managing performance and positions to ensure job descriptions are reflective of the current work required by the incumbent or expected by any candidate to whom an offer of employment is extended.***

***The City of High Point is committed to providing a safe, comfortable working environment for all employees. To that end, we are proud to comply with all Occupational Safety and Health Administration (OSHA) requirements, as well as make reasonable accommodations to candidates and employees as we are able in accordance with the Americans with Disabilities Act (ADA). Candidates selected for employment must undergo (a.) a drug screening, in accordance with the City’s drug and alcohol policy and (b.) a background screening to determine whether there is any current, pending, or previous charge, conviction or other infraction deemed incompatible with service in the capacity for which the candidate is being hired. Certain positions are considered so critical to the health and safety of others that a candidate cannot be placed in any of those positions without passing a pre-placement physical exam. Successful results from these conditions will result in an offer of employment.***

***Application Deadline: If interested, we encourage you to apply as soon as possible. This position may close earlier than the stated deadline due to high applicant volume.***