



Borough of Pottstown

BUDGET ANALYST- UTILITIES

Classification: Regular, Full Time
Reports To: Finance Director
FLSA Status: Exempt, Salaried (Administrative)
Work Location: Borough Hall
Date Prepared: February, 2018
Approved by: Borough Manager
Salary Range: \$68,000 - \$75,000 *Dependent upon Qualifications*
Employee Benefits: Medical, Dental, Vision & Prescription Coverage; Life Insurance; Vacation; Personal Days and Education Allowance

POSITION SUMMARY

This is a management position performing financial and budgetary analysis. Develops, monitors, and maintains the Borough of Pottstown Authority's (hereinafter referred to as Authority) annual budget and the five-year capital improvement projects. Provides policy guidance for fiscal management and general operations for the Authority and to a lesser extent the Borough of Pottstown (hereinafter referred to as Borough). Attendance at monthly Authority meetings, held in the evenings, is required of this position.

The duties performed are subject to functional policies and goals under general managerial direction of the Finance Director and contributes to the mission of the Borough and Authority. Collaborates among departments and various individuals within the Borough, Authority and surrounding local government partners with whom the Borough engages in day-to-day operations. Assignments require a great deal of initiative as well as the application of analytic and evaluative thinking in accordance with established policies, practices and procedures, as well as Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) standards.

EDUCATION AND EXPERIENCE

1. A Bachelor's degree from an accredited college or university in accounting, finance or a related field, is required. CPA certification desired.
2. A minimum of five (5) years of advanced accounting experience is required.

PRIMARY JOB RESPONSIBILITIES

- Develop long-range capital improvement projects budgets, research new/future projects, and changes to existing schedule.
- Manages public utility partner service agreements while monitoring financial stability.
- Responsible for the periodic review of the water and sewer rate structure. Works with third party billing agent and collections agent.
- Performs financial accounting and analysis for the annual audits, including bond accounting. Maintains the fixed asset register and prepares monthly depreciation schedule.
- Assists in the preparation of the Management's Discussion and Analysis of the financial results for the Borough and Authority.
- Ensures compliance of financial responsibilities and obligations outlined in the lease/management agreement with affiliated entities.
- Monitors requests to the Finance Department regarding interest and bond payments for debt service, as well as arbitrage reporting and continuing disclosure with the Security Exchange Commission (SEC) on existing bonds.
- Provides technical analysis for the evaluation, preparation, and presentation of the annual budget. This includes the preparation and analysis of multi-year forecasting of revenues, operating expenditures, capital projects and grants. Prepares multiple fund balance forecasts.

- Evaluates proposed budgetary changes and enhancements with respect to short-term and long-term fiscal impacts.
- Identifies the restrictions of fund balances to determine the unreserved fund balances available for budget appropriation for Borough-wide budget development and supplemental budgets.
- Evaluates service and policies to support budget recommendations.
- Prepares monthly and/or quarterly financial reports and ad-hoc analysis. Reports include variance analysis for “budget to actual”, revenues, salaries and benefits, capital and other operating expenditures including projects and other programs.
- Conducts financial feasibility studies of existing and proposed projects.
- Conducts specialized research on subjects as requested. Such projects may require the need to perform outside research, collaboration with other private and public entities.
- Supervises Finance Department staff, on an as needed basis.
- Maintains records in a confidential and appropriate manner.
- Participates in meetings and training sessions as required.
- Performs related work as assigned by the Finance Director.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

REQUIRED KNOWLEDGE AND SKILLS

- Understanding of accounting, economics, public management, policy analysis and statistics.
- Thorough knowledge of government accounting policies and procedures.
- Exercises independent judgement, decision-making and problem-solving.
- Substantial knowledge of quantitative methods including cost/benefit analysis, performance measurement, revenue and expenditure forecasting and other related techniques relative to annual budgets, capital improvement plans and long-term fiscal analysis.
- Thorough knowledge of Federal and State financial operation requirements applicable to local governments.
- Advanced knowledge of GAAP.
- Advanced knowledge of accounting and reporting procedures, and automated accounting systems.
- Advanced knowledge of billing and collection procedures.
- Advanced skills in Microsoft Office applications and government accounting software.
- Understanding of public procurement management principles and practices.
- Demonstrates professionalism and high quality customer service.
- Builds and maintains effective working relationships with internal and external customers by engaging in effective, regular and respectful communications.
- Ability to work both independently and collaboratively in a group setting.
- Plans, organizes, prioritizes work effectively, and multi-tasks to meet competing deadlines.
- Ability to fulfill job responsibilities in conformance with applicable laws and Borough procedures and policies.
- Ability to maintain confidentiality and demonstrate professionalism with sensitive or confidential Borough matters.
- Effectively skilled in conflict management and handling job related emergencies.
- Ability to drive and operate vehicles, as required.

LANGUAGE SKILLS

1. Write, speak and read English in a clear and effective manner and interpret communications accordingly.
2. Interpret and respond to inquiries or complaints from public, government agencies and/or citizens and businesses located within the Borough’s and Authority’s service area.
3. Read, analyze and interpret forms, written communications and job related documents.

QUANTITATIVE / MATHEMATICAL SKILLS

1. Satisfactorily apply college level mathematics and accounting principles.
2. Conduct financial analysis and communicate effectively to all levels of the organization about job related functions and processes.
3. Prepare and maintain accurate analytical and regulatory reports.

REASONING ABILITY

1. Define problems, collect and organize data, establish facts, and draw valid conclusions.
2. Interpret instructions and understand concepts related to job duties.
3. Ability to follow complex written and oral instructions.

LICENSES AND CERTIFICATIONS

1. Must possess and maintain a valid PA Driver's license with an acceptable driving record for the past three years.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

1. The employee frequently is required to walk, sit, talk, hear and listen.
2. The employee is occasionally required to stand, climb stairs or maintain their balance; stoop, kneel, crouch, crawl, taste or smell.
3. The employee must be able to reach with hands and arms and use hands to finger, handle, or operate computers or other business tools, objects and controls.
4. The employee must occasionally lift and/or move items weighing up to 25 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust vision focus.

WORK ENVIRONMENT

1. This position is based primarily in indoor settings in a business office environment, involving occasional exposure to noisy, wet, hot and confined spaces within the Borough, as required.
2. Requires frequent field visits to both the Wastewater Treatment Plant and Water Treatment Plant, and various project sites.
3. Occasional exposure to outdoor weather conditions including rain, sun, snow, and wind.
4. Temperature exposures may range from negative degrees and up to 100 plus degrees (Fahrenheit).
5. The noise level in the work environment is moderate.

Reasonable accommodations will be considered and implemented for individuals with disabilities in order to assist them in performing essential job functions.

APPLICATION DEADLINE: Monday, March 5, 2018

APPLY ONLINE ONLY: <https://pa-pottstown.civicplushrms.com/careers/>

AN EQUAL OPPORTUNITY EMPLOYER / WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY