



**ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY**  
**BUDGET SPECIALIST**

**Pay Grade: 56      Pay Range: \$17.43 to \$24.41 DOE/Q per hour plus benefits**  
**New employees usually start at beginning level of pay range.**  
**FLSA Status: Non-exempt – (eligible for overtime)**

**Qualifications:** Associate's Degree in Accounting, Finance, Public or Business Administration or related field; and at least one (1) year of experience in performing city wide governmental budgeting and research activities; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work. Must possess a valid Arizona driver's license and pass an extensive pre-employment background check and drug test.

**Tasks:** Assists with the administration of the budget process for the City which includes, maintaining budget calendar, reminding departments of due dates, and following up with department on document status; participates in funding coordination activities between budget and human resource functions; assists with projecting personnel costs for five year General Fund forecast; coordinates budget activities with all City departments and divisions to ensure a comprehensive and timely product; gathers, researches, compiles information from departments in preparation of the City's operating and capital budgets; assists with compiling the budget book; assembles, organizes and reproduces materials for presentations at budget workshops; assists in rate analysis and fee structure studies; performs work involving research and application of administrative systems, policies, statutory requirements and procedures related to budget process; works as part of the budget team to improve methods, communication and customer satisfaction with other departments and the general public; communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities; conducts research, analyzes and prepares reports for the Budget Division.

**Knowledge:** Knowledge of principles, practices and methods of municipal accounting and budget preparation; principles and practices of public or business administration and management; research techniques and methods of report presentation; office procedures and equipment, including experience with personal computers, specifically Microsoft Office applications (Excel, Word, Access, PowerPoint); Tyler Technologies MUNIS; public relations/customer service principles, practices and techniques.

**Skills:** Skill in interpreting data and other information; making decisions in conformance with laws, regulations and policies; organizing and coordinating special projects, programs and events of a varied nature; establishing and maintaining effective working relationships with State and local officials, elected officials, and City residents; written communications for administrative technical processes; oral communication in one-on-one and group situations.

**Physical and Visual Ability:** sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

**Hearing and Speaking Ability:** sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

**Deadline: Applications and resumes must be received by 5:00 p.m. December 3, 2013.**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303  
Phone: 928-777-1347    928-777-1315    800-748-6205    TDD: 928-777-1100    Fax: 928-777-1213  
**Email:** [hr@prescott-az.gov](mailto:hr@prescott-az.gov)    **Visit our website at** [www.cityofprescott.net](http://www.cityofprescott.net)  
Posted: November 12, 2013

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MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security contributions; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.