



- Exhibit problem-solving skills leading to sound judgment and quality decisions
- Achieve goals; handle assigned workload and new assignments effectively; demonstrate an ability to work independently
- Communicate effectively with individuals and groups using clear and concise verbal and written communications
- Demonstrate accountability for work and take ownership in job performance
- Demonstrate concern for the accuracy and quality of work; take steps to correct mistakes and improve the overall product

**Every employee in this position must be able to:**

- Demonstrate knowledge of modern office practices, procedures, equipment, business English, spelling and mathematical computations and tabulations
- Operate a Personal Computer and be familiar with current computer software applications (Microsoft Word, Excel, PowerPoint and Outlook). Set up and type a variety of letters, memos, reports, ordinances and resolutions; Compile information and create spreadsheets and prepare detailed reports from such records
- Demonstrate some knowledge of municipal government and office functions
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Maintain confidentiality
- Remain calm under time-sensitive pressure situations
- Work independently using good judgment in the prioritization of work at all times and able to adjust rapidly to reprioritized work schedule
- Present a positive attitude in dealing with the public, employees and elected officials
- Elicit information effectively and to convey concise, accurate explanations of ordinances, policies, procedures and requirements

**SUPERVISION RECEIVED:** Works under the direct supervision of the Finance Director.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Trinidad retains the right to modify or change the essential duties and additional functions of the job at any time without notice. Examples of duties are not intended to be all-inclusive or restrictive.)*

- Provide analysis and support during the annual Budget preparation or process and assist in document production
- Assist City staff in the budget process and consult with Department Director to ensure that budget adjustments are made in accordance with changes
- Analyze monthly department budget and accounting reports to maintain expenditure controls
- Work effectively and cooperatively with other City staff members to prepare budget, understand financial reports, resolve problems and complete projects
- Perform detailed accounting and reconciliation activities
- Monitor encumbrances
- Assist in analyzing major projects proposed by Directors, the City Manager, and/or City Council
- Prepare weekly, monthly, and annual reconciliations of various accounts
- Prepare monthly interim financial statements
- Coordinate special projects with various departments and varying scope
- Perform on assigned accounting functional teams as professional team leader for accounts payable, payroll and other areas as assigned assuring excellent customer service is provided and that internal controls are maintained for assigned functions through review and approval of assigned operations
- Observe and follow established City and Department policies and procedures in the daily conduct of the job
- Perform other duties as assigned by the supervisor

**NECESSARY APPLICANT TRAITS:**

- Ability to think strategically and schedule, coordinate, and manage various day-to-day operational tasks and multiple projects of varying degrees of difficulty, size and complexity
- Ability to gather pertinent facts, make thorough analyses, and arrive at sound conclusions including the production of written documents with clearly organized thoughts
- Ability to exercise independent judgment through own initiative
- Ability to deal with the public in a calm, constructive, and reasonable manner
- Demonstrate strong organization skills and a willingness to be pro-active and accept new challenges
- Ability to handle multiple tasks simultaneously with frequent interruptions
- Excellent communication skills both oral and written
- Ability to use computer word processing, spreadsheet, and database software to prepare documents.
- Establish effective working relationships with peers and supervisors, media representatives, the public and other interested and affected parties

**QUALIFICATIONS:**

- Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university with major coursework in accounting, finance, public administration or related field and minimum of two years of increasingly responsible experience in government accounting, budgeting and auditing.
- Must possess a valid current state-issued driver's license and not be under suspension, revocation or denial nor have any prior alcohol related driving offenses within the last five years.
- Successful candidates must pass a background investigation and drug screen prior to employment.

**TOOLS AND EQUIPMENT USED:**

Personal computer, Microsoft Office Suite, and databases; phone; fax and copy machine.

**WORKING CONDITIONS:**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in a group setting without the aid of a microphone. The noise level in the work environment is usually quiet to moderate.

The employee must be able to lift and/or move up to 25 pounds frequently. Specific vision abilities required by this job include close/distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**INTERPERSONAL COMMUNICATION:**

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Budget Analyst. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Budget Analyst.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people (i.e. staff, supervisors, general public and officials) beyond giving and receiving instruction such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Budget Analyst.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words.) (Hearing – perceiving nature of sounds by ear).

**BENEFITS:**

Major medical insurance coverage  
Sick leave and paid vacation  
Retirement plan

**APPLICATION DEADLINE:**

Applications can be obtained from the Human Resources Department at City Hall, 135 N. Animas Street, Trinidad, CO 81082, downloaded from our website, [www.trinidad.co.gov](http://www.trinidad.co.gov), and submitted to [HR@trinidad.co.gov](mailto:HR@trinidad.co.gov) or submitted to the Colorado Workforce Center, 140 N. Commercial St, Trinidad, CO 81082. Applications will be received until 5:00pm on Friday, September 9, 2016.