



City of Goodyear

Senior Budget & Research Analyst

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| SALARY | \$84,045.99 - \$124,766.86 Annually | LOCATION | Goodyear, AZ |
| JOB TYPE | Full-Time Regular | JOB NUMBER | FY2600518 |
| DIVISION | FIN-Budget Division | OPENING DATE | 07/31/2025 |
| CLOSING DATE | 8/14/2025 5:00 PM Arizona | FLSA | Exempt |

Job Description Summary

The Senior Budget & Research Analyst prepares, analyzes and coordinates the development of the City's budget which may include revenue, capital improvement program, impact fee and development agreement repayments, and supplemental requests. In addition, this position acts as a Budget Liaison for various City departments which involves coordinating and providing technical support to City department staff by resolving budget problems, providing training in the preparation, presentation, and monitoring of annual budgets, as well as other related activities.

The ideal candidate will have experience in accounting, finance, and/or budgeting. A CPA license may count toward overall professional experience. Being part of a rapidly growing city, a strong desire to learn and grow, paired with critical thinking skills, is essential. This person will be put in a role where they can make an immediate impact by seeking to create and improve upon various budget related processes and procedures. Excellent communication skills, both written and verbal are crucial. Providing customer service to assist departments in the way of answering questions, helping pull and analyze financial data, and proactively manage city budgets is key to the long-term success of this position. Proficiency in Microsoft Excel, including comfort with semi-complex to complex formulas, is highly valuable for effectively analyzing historical financial data and projecting future expenditures.

At the City of Goodyear, you will be a part of an organization that values its employees as its greatest asset. You will become part of a dedicated team of professionals that are committed to build and maintain a highly engaged workforce. You will be challenged to learn and grow in an environment that values employee development and career-building. You will thrive in a culture of innovation. We believe that successful employees are those that possess these six core values:

Adaptability - Integrity - Initiative - Empathy - Optimism – Innovation

Only a limited number of the most qualified applicants meeting the City's requirements will be invited for an interview. The examination process for this position will consist of a panel interview. **All communication regarding application status and interview notifications will be sent via email- please monitor your junk/spam email for communication as it will come from a system generated source.**

Essential Functions

This information is intended to be descriptive of the key responsibilities of the position. The following functions do not identify all duties performed by the incumbent. Other duties and responsibilities will be performed as assigned.

- Acts as a Budget Liaison for various City departments. Coordinates and provides technical support to City department staff by resolving budget problems, providing training in the preparation, presentation, and monitoring of annual budgets, and other related activities.
- Performs various forms of budget and financial analysis, estimates and forecasts in support of the annual budget including revenue, operating and capital expenditures, and fund balance and capital funds availability.
- Coordinates the annual Capital Improvement Plan (CIP) development process including instructions and forms, City department support and assistance, compliance and analytical reviews for projects and related operating cost estimates, technical and management review committee materials and agendas, project and fund based reporting and analysis, change tracking, and various forms of reporting for management, City Council and public.
- Provides analysis of the cost of service models and rate studies for various activities. Assists Budget & Research Manager with special studies and cost allocation plans.
- Prepares monthly and quarterly budget variance reports for department operating budgets, one-time supplemental budget allocations, capital improvement program and or revenues and other resources. Perform various types of trend and other analysis, prepare reports and questions for department discussions, and write variance explanations for quarterly and other financial reports.
- Coordinates, monitors and prepares tracking and payments for development agreements, including repayment programs, public improvement reimbursements, land use development agreements and incentives. Responds to inquiries regarding related contract obligations, renewals or revisions.
- Coordinates and prepares employee salary schedules, position control, and benefit and tax cost information and rates calculation for use in budget development system. Prepares analysis and reporting for positions including change tracking and department positions schedules.
- Administers development impact fee program budget and study process and annual reporting in compliance with state law. Provides information to City departments, the development community and the general public on impact fees and infrastructure funding issues.
- Represents the departments in various ad hoc and standing committees and task forces.
- Prepares financial schedules and presentations in support of the annual budget process and budget document. Coordinates the publication of the budget book. Participates in completion of the City's annual Capital Improvement Program documents. Gathers needed information, writes narratives and prepares draft presentations.
- Prepares general and economic impact analysis by researching pertinent data and developing recommendations for the Budget & Research Manager and senior management.
- Responds to department and division inquiries to budget issues, conducts research, analyzes data, and prepares reports when directed by the Budget Manager or Finance Director.
- Conducts long-range revenue and expenditure forecasts related to operating and capital expenditures, fund and balances, revenues and/or development impact fees.
- Participates in Legislative conference calls related to state budget and other topics. Analyses impacts to City finances, budgets and operations.
- Administers city-wide budget preparation systems including forms, tables, and other maintenance activities for the automated and business systems.

Requirements

- **Formal Education/Knowledge:** Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
- **Experience:** Minimum three years of experience in a related field.
- **Certifications and Other Requirements:** None
- **Reading:** Work requires the ability to read financial research studies, pending legislation, business plans, engineering consultant reports, water/wastewater technical reports, City Council communications, professional publications, request for proposals, organizational policies and procedures, regulatory publications, and technical financial analysis user manuals.
- **Math:** Work requires the ability to work complex problem solving using algebra, present/future value concepts, trend analysis, statistical relationships, capital budgeting, financial formulas, and cost benefits analysis.
- **Writing:** Work requires the ability to write Financial Reports, Memorandums, Council Action Requests, and procedural manuals.
- **Managerial:** Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.

- **Budget Responsibility:** Significant - Oversees budget preparation of a program budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for city-wide budget expenditures
- **Policy/Decision Making:** Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
- **Technical Skills:** Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
- **Interpersonal/Human Relations Skills:** High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

12 Month Objectives

1. Gain a thorough understanding of the job by reviewing and familiarizing yourself with the budget division onboarding document.
2. Demonstrate an understanding of city financial policies, city schedules, and other governing documentation to assist with decision making and oversight of city budgets.
3. Perform technical reviews of base budget, supplemental, asset management, and capital project requests and submissions for assigned departments as part of the budget creation process.
4. Provide day-to-day support and exceptional customer service to assigned departments by anticipating budget issues, sharing findings in a timely manner with the budget manager, and through the creation of training materials to help with frequently asked questions.
5. Read, review, and become proficient with all budget team SOP's and Best Practices.
6. Timely, accurate, and thorough completion of assigned recurring financial reporting responsibilities.

Employer

City of Goodyear

Address

1900 N. Civic Square

Goodyear, Arizona, 85395

Website

<http://www.goodyearaz.gov>

Senior Budget & Research Analyst Supplemental Questionnaire

*QUESTION 1

Please indicate your highest level of education:

- High School Diploma or GED
- Associate's Degree
- Masters or bachelor's degree in Business, Accounting, Finance, or Public Administration
- Masters or bachelor's degree other than Business, Accounting, Finance, or Public Administration

CPA

***QUESTION 2**

How many years of experience do you have in Budget/Finance/Accounting?

- Under 3 years
- 3-5 years
- 5-7 years
- 7 years or more

***QUESTION 3**

How many years of experience do you have creating SOP's & leading process improvement initiatives?

- 1-3 years
- 3-7 years
- 7+ years

***QUESTION 4**

What is your proficiency in Microsoft Excel?

- Basic formulas and/or no experience
- Pivot Tables, Sumifs, vlookups, & other semi-complex formulas
- Macros & Complex Formulas

*** Required Question**