



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840

TEL: (978) 620-3060
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Budget Analyst
FTE: FTE
Department: Budget & Finance Department
Pay Grade: Grade Level 2 (\$35,000-\$50,000)
Union: Non-Union

Duties:

Position provides responsible financial administrative support and assistance to the Budget and Finance Director. Position is responsible for assisting in the preparation of the annual budget, monitoring and administering department budgets, reviewing and auditing payroll and accounts payable, reconciling accounts, preparing financial reports and documentation, and performing related financial administrative duties by; 1) Monitors department budget expenditures. 2) Distributes monthly departmental accounts status reports; researches any discrepancies, and reconciles all accounts with departments. 3) Maintains accurate and detailed records of all transactions including year-end. 4) Responds to inquiries from department heads, vendors, the public, or city officials regarding budget or financial information. 5) Assists the Budget and Finance Director in the preparation of the City's Annual Operating Budget. 6) Prepares forecasting reports and job costing analysis information as requested. 7) Performs similar or related duties as required.

Qualifications:

A candidate for this position should have an Associate's degree in Accounting, Finance, or a related field; three (3) years of municipal finances experience; or any equivalent combination of education or experience.

Appointing Authority: _____


Daniel Rivera, Mayor

Posting date: August 5, 2016

Deadline: Until Filled

APPLICATIONS AND JOB DESCRIPTION ARE AVAILABLE IN THE PERSONNEL DEPARTMENT
The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.