

TOWN OF TRUMBULL  
BUDGET ANALYST/SPECIAL PROJECTS  
FINANCE/ADMINISTRATIVE

WAGE GROUP: G

GENERAL STATEMENT OF DUTIES:

1. Compiles and analyzes financial information detailing assets, liabilities and capital, and prepares various financial statements and reports.
2. Performs complex and detailed management analysis of expenditures and revenues.
3. Performs trend analyses and formulates annual projections for budgets.
4. Evaluates departmental operating and capital budget requests and prepares documentation for transfer and appropriation requests.
5. Monitors all special revenue and capital project funds and prepares status reports.
6. Performs complex and detailed analysis of long-term debt and debt capacity for Town and Enterprise funds.
7. Assists in preparation of Capital Improvement Plan.
8. Coordinates and prepares schedule of insurance values of town-owned buildings, vehicles and equipment.
9. Monitors and maintains fixed asset financial module, ensuring compliance with GASB 34 requirements.
10. Maintains all insurance policies and certificates of insurance.
11. Reports and monitors all liability, casualty and accident claims involving Town, Board of Education, and emergency medical service volunteers.
12. Attends Town Safety Committee meetings and presents status report of claim activity.
13. Completes financial surveys for the U.S. Census and other related agencies.
14. Performs other duties as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Assistant Director of Finance or his/her designee.

SUPERVISION EXERCISED:           None

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Requires strong analytical and accounting skills.
2. In depth knowledge MS Office.
3. Strong skills in communicating, orally and in writing.
4. Ability to interpret and apply insurance policies and claim procedures of a highly technical nature.
5. Ability to make independent judgment on claims with regard to Town liability.
6. Knowledge of Munis software preferred.

EXPERIENCE AND TRAINING:

1. Requires Bachelor's degree in Accounting or Finance.
2. Three (3) years experience in budgeting and/or municipal finance.