

## Budget Analyst JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

The Budget Analyst operates under the general direction of the Finance Manager and is solely responsible for a wide range of analyst duties, including budget development, budget monitoring, systems analysis, and other business services as required. This position supports the services of SSF related to budgeting and financial management and the Core Services Subservice, by monitoring risk and confirming programmatic and financial requirements are met. This position is in accordance with key responsibilities as outlined in the Analyst series.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This position will be required to report to the office periodically.

### **Essential Duties and Responsibilities include the following:**

- Determines and projects economic forecasts necessary for budget preparation.
- Works with departments in the development of annual departmental operating budgets; makes recommendations in the preparation of budget estimates by providing data on cost-effectiveness, cost analysis, program effectiveness, etc.
- Collaborates with department staff on the development of budgets for contracts and grant applications.
- Creates and reviews monthly and quarterly budget to expenditure reports and provides details to department heads and to the executive team. Analyzes and monitors the SSF revenues and expenditures and identifies potentially deficient budget categories and potential cash flow problems.
- Prepares budget concept papers and departmental budget change proposals, compiles statistics from reports for use in budget justification and prepares documents to realign budgeted amounts in accordance with anticipated expenditures.
- Coordinates and prepares statistical information to provide to SSF management to use as a management tool in understanding the trends and workload needs and making decisions on staffing.
- Provides monthly reporting to departments on workload progress and any backlogs.
- Reviews data to determine where processes can be reengineered streamlined and/or eliminated in order for the programs to be more efficient and cost-effective.
- Analyzes and identifies issues and resolutions to present to the Executive team.
- Oversees and administers major management contracts, monitors expenditures to assure that work is done efficiently within established fiscal and administrative guidelines
- Prepares detailed statistical and financial reports.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.
- Other duties may be assigned.

**Supervisory Responsibilities: This job has no supervisory duties.**

### **Ideal candidates will possess the following knowledge, skills, abilities and experience:**

- Excellent working knowledge of Excel, fundamentals of budgeting, contracts and procurement processes and related software.

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**Education and/or Experience:** Bachelor's degree (B.A.) from four-year college or university; and three to five years budget management/analysis/management related experience and/or training; or equivalent combination of education and experience.

**Compensation and Benefits:**

Compensation range \$32.64-\$42.67; Planned maximum is at the mid-range at hire, DOE.

Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

**To Apply:**

If you qualify, please submit your application, cover letter, and resume to [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org); once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

**The position will be open until filled.** Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer in accordance with state and federal law. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's protected status or class, in accordance with applicable law.

Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org).