

Job Description

Job Title: Financial Analyst

Date: June 13, 2022

Reports To: Executive Director

Organization: Buda Economic Development Corporation

FLSA: Exempt

Supervisory Responsibilities: No subordinates

Salary: Commensurate with Experience

The Economic Development Financial Analyst is not an employee of the City of Buda.

ABOUT THE BUDA ECONOMIC DEVELOPMENT CORPORATION (BEDC):

Established in 2001, the City of Buda 4B Corporation (“Buda Economic Development Corporation”) is a non-profit, Economic Development Corporation created under sections 501, 504, and 505 of Texas Local Government Code, and is a separate legal entity from the City of Buda. The Buda Economic Development Corporation is funded through a half-cent sales tax, and its mission is to provide leadership in creating and pursuing balanced economic growth, by recruiting and retaining desirable, diverse businesses and developing infrastructure, while protecting the quality of life and natural resources in the region. The Buda Economic Development Corporation provides small business assistance and guidance, and partners with existing Buda businesses for their growth and expansion.

Job Description - The Economic Development Financial Analyst will be responsible for oversight of financial programs of the EDC, budgeting and reporting, and analysis of financial data for planning and incentive purposes under the direction of the Executive Director.

Job Requirements

Responsibilities will include, but may not be limited to:

- Develops and administers EDC financial programs
- Preparation and analysis of financial projections and forecasts
- Perform detailed technical, financial, and operational analyses and support
- Research and compilation of project data
- Monitors performance contract compliance and payment
- Oversees completion of required performance reports
- Track legal requirements for projects
- Ensures thorough completion of data and recordkeeping
- Development of project reports, analytical work papers, and project presentations
- Work with financial committee, CPA, and Executive Director on Budget and financial reporting
- Present to board and City Council on financial programs as needed
- Demonstrate accurate accounting practices
- Oversees accounts payable
- Coordinates financial accounting and auditing with City finance office
- All other duties as assigned by the Executive Director

Qualifications

- Bachelor's Degree in Finance, Public Administration, Government, Community and Regional Planning, Economics, Business Administration, or another related field
- Five years of financial experience required
- Three years economic development experience preferred
- Knowledge of governmental and business accounting principles

- Excellent oral and written communication skills
- Excellent problem solving and analytical skills
- High level of proficiency in the use of Microsoft Excel, Word, and PowerPoint
- Ability to work independently and as part of a team
- Ability to meet deadlines under pressure

LANGUAGE SKILLS:

Ability to develop and maintain good personal and effective working relationships with others, including other employees, City of Buda, BEDC Board of Directors, City Councilmembers, and the public. Ability to clearly and effectively communicate both verbally and in writing.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated ability to maintain confidentiality
- Ability to handle, resolve, and offer creative solutions to recurring problems
- An understanding of incentives related to economic development
- Ability to manage several activities simultaneously
- Ability to organize work/resources and establish priorities
- Good time management skills with flexible attitude and ability to handle multiple projects with short deadlines and exercise initiative
- Ability to maintain a positive customer service attitude
- Ability to communicate clearly and concisely, orally and in writing; attention to detail and problem-solving skills
- Skilled in public and interpersonal relations in a group setting or in a one-to-one situation.
- Basic computer and office equipment operation; Microsoft Office Programs; Proficiency in Microsoft Outlook; Office 365
- Data collection, research, and report preparation

WORK ENVIRONMENT/ADA: While performing the duties of this job, the employee is regularly required to sit for long of periods of time performing repetitive functions. Some of these functions include: filing, typing prescribed words per minute accurately, sitting at desk and viewing display screen for extended periods of time. Travel will be required to various locations and participate in meetings to conduct BEDC business during day, evening, and weekend hours.

PHYSICAL DEMANDS:

- Ability to sit for extended periods of time while working
- Constant hand, finger, and arm use
- To occasionally function in activities involving walking, bending, squatting, reaching
- Occasionally stand for extended periods of time
- Ability to hear clearly and speak intelligibly
- Ability to lift and/or move up to 25 lbs.

WORK SCHEDULE:

Regular organizational business hours are Monday – Thursday, 8 a.m. - 5 p.m. and Friday, 8 a.m. – 4 p.m. Common out of state travel by vehicle and/or air and “after hours” may be required as well as extended overnight stays for out-of-town events and meetings.

Buda Economic Development Corporation is an Equal Opportunity Employer