



Town of Belmont Employment Opportunity

FISCAL MANAGEMENT ANALYST

Grade 13 – NON-UNION - Exempt - Full Time – 40 Hours

COMPLETE BENEFIT PACKAGE - \$70,800.- \$85,670.

The Fiscal Management Analyst is an integral member of the Town's Finance Team, which consists of the Assistant Town Administrator/Finance Director, the Town Accountant, the Treasurer/Collector and the Assessor. The position is responsible for supporting the preparation and management of the Town's operating and capital budgets, and performing fiscal analysis and support for advancing the fiscal condition of the Town of Belmont. Performs all other related work as required.

- Coordinates and oversees the annual budget development process for the Operating and Capital budgets. Prepares detailed payroll projections for the annual budget and assists departments in developing expense budgets.
- Prepares budget documents, supporting materials and presentations for staff meetings, Budget Summit meetings and Select Board budget hearings; provides staff support to Town Finance committees.
- Develops multi-year forecasts of revenues and expenditures in order to assist in budget preparation and analysis. Prepares quarterly and year-end budget
- Provides and reviews budget numbers for Town Meeting warrants and motions and may assist with budget data during Town Meeting.
- Reviews and keeps current on new or revised laws and regulations related to finance, accounting and reporting that may affect the Town.
- Attendance at public meetings outside of normal business hours is occasionally required.

Complete Job Description available upon request.

Bachelor's Degree in Business Administration, Public Administration, Public Policy, Finance, or related field; three to five (3-5) years' relevant experience in finance; or any equivalent combination of education and experience. High proficiency in Excel required, MUNIS and W Desk experience is preferable.

Submissions accepted and reviewed at the Town's Human Resources Department
455 Concord Ave, Belmont, MA 02478
e-mail to humanresources@belmont-ma.gov



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993- 2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

Some full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. ALL positions will require a CORI criminal background screening.

The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
[humanresources@belmont-
ma.gov](mailto:humanresources@belmont-ma.gov)