
Job Title: Budget Analyst II**Job Status:** Full-Time**Department:** Finance**Job Grade:** 604**Reports To:** Budget Supervisor**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 3/26/2026**Location:** Customer Solutions Center

Position Summary

The Budget Analyst II will perform complex financial analysis with a focus on preparing NBU's annual budget with oversight from the Budget Supervisor. The Budget Analyst II will be a major point person in the annual budget process, create and coordinate strategic planning and innovation within the annual cycle. Job duties include collecting and reviewing data, preparing budget documents, reports, and presentations. This position assists the Budget Supervisor with the annual budget process, long-term forecasts, variance analysis, research, and other duties as assigned.

Essential Duties & Responsibilities

BUDGETING DUTIES

- Prepares the annual budget and five-year financial operating plan, including the long-term financial forecast.
- Reviews departmental Operating and Management (O&M) and capital project budget submissions; updates budget files; prepares data for various committees and the budget kickoff; training; works with departments to make edits and corrections; and prepares the Financial Operating Plan Budget document.
- Develop an expertise in the financial applications to ensure departments are knowledgeable of the budget process by conducting periodic group or one-on-one training, researching and answering questions, and reviewing budget to actual variances for budgetary compliance and impact.
- Assist with process improvement for budgeting systems, forms, and templates.
- Prepares the annual budget calendar and coordinates the scheduling of budget meetings with appropriate department representatives.
- Assists in preparation of written and oral presentations for budgetary items.

ANALYSIS

- Analyzes departmental O&M budget submissions for accuracy, and works with departments for budget solutions.
- Coordinates the preparation and development of quarterly departmental budget to actual variance reporting, evaluates departmental revenue and expenditure estimates and makes necessary adjustments.
- Creates dashboards or report cards and other budgetary tools to assist management with reporting out fiscal year budget results.
- Provides recommendations to management on improvements to the annual budget process.

TRAITS AND CHARACTERISTICS COMPETENCIES

- Ability to prioritize and meet numerous deadlines
- Strong attention to detail and accuracy
- Self-motivated and innovative
- Demonstrates professionalism and integrity
- Possesses excellent analytical and strategic thinking skills
- Communicates effectively both written and verbally, including public speaking
- Adheres to strict confidentiality of information

GENERAL RESPONSIBILITIES

- Maintains regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable
- Adheres to NBU safety guidelines and practices
- Maintains a clean and safe work area
- Maintains strict confidentiality of business, employee and customer information in written and oral communications and safeguards sensitive documents
- Develops & maintains effective customer service skills for communications with co-workers, customers and the public in general
- Adheres to NBU policies and procedures
- Exemplifies NBU Core Values
- Participates in and supports initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Field of Study: Accounting, Finance, Public or Business Administration

Work Experience Time Frame: Three Years or More

Other: Click or tap here to enter text.

Certification and Licensures Requirements

None

Other Minimum Qualifications

- Preferred advanced skills in Microsoft Excel, especially in the area of pivot tables and data management. Position requires skill and experience in collecting, managing, and analyzing large amounts of data.
- 3+ years of experience with governmental accounting is preferred.
- 3+ years of experience with analyzing and resolving complex accounting transactions and issues.
- Experience with financial reporting, budgeting, governmental accounting, utility accounting and financial audits is preferred.
- Technical ability sufficient to analyze, design, and create various statistical or reports as directed.
- Ability to produce correspondence, reports, user-friendly spreadsheets, databases, and other documents that are accurate and clearly understood.
- Ability to communicate effectively so that information is clearly understood by recipient.
- Strong sense of urgency, personal initiative and drive to be able to work effectively under extreme deadlines and changing priorities without close supervision.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Microsoft Publisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other Software Knowledge

Experience with computerized financial systems

Experience with Machines, Tools, Equipment and Other Work Aids

Copier, computer, scanner, fax, calculator, telephone

Physical Demands

Standing: Rarely

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Rarely

- To Other Departments/Office/Office Equipment
- Around Worksite

Lifting: Rarely

- Supplies
- Equipment
- Files

Carrying: Rarely

- Supplies
- Equipment
- Files

Sitting: Constantly

- Desk Work
- Meetings
- Driving

Reaching: Rarely

- For Supplies
- For Files

Handling: Occasionally

- Paperwork

- Monies

Kneeling: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Rarely

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Rarely

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Vision: Constantly

- Reading
- Computer Screen
- Driving
- Observing Worksite

Foot Controls: Never

- Driving
- Operating Heavy Equipment
- Dictaphone

Balancing: Never

- On Ladder
- On Equipment
- On Step Stool

Bending: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Making Repairs

Communication Via Telephone/Radio/To Co-Workers/Public

Listening to Equipment

Crouching: Rarely

Filing in Lower Drawers

Retrieving Items from Lower Shelves/Ground

Twisting: Rarely

From Computer to Telephone

Getting Inside Vehicle

Crawling: Never

Under Equipment

Inside Attics/Pipes/Ditches

Talking: Occasionally

Communication Via Telephone/Radio/To-Co-Workers/Public

Hearing: Frequently

Other: Click or tap here to enter text.

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date