



Position Announcement

Position: Budget Analyst

Date Officially Opened: 07/10/2026

Annual Salary Range: \$59,191 to \$74,580 (DOQ)

(Full Salary Range to \$89,970)

Direct Supervisor: Budget and Financial Planning Manager

Department: Business Services

Normal Work Hours: 8:00am to 5:00pm – Monday thru Friday

Location: 802 N. Kealy, Lewisville, TX

Position Function:

Under general supervision, provides analytical and technical assistance in the preparation, coordination and implementation of the operating budget, including budget forecasting and trend analysis. Prepares and maintains weekly operating reports, monthly management reports, and operational flow data reports.

Typical/Essential Duties:

- Coordinates and implements the operating budget, to include forecasting and trend analysis. Prepares weekly operating reports, monthly management reports, and flow data operating reports.
- Assists in the preparation of the annual budget, and in the preparation of financial forecast and studies regarding projected revenue and expenditure changes. Maintains cashflow models for the District's wastewater systems.
- Provides operating departments with assistance and instruction regarding budget processes, procedures and preparation of budget related documents. Monitors fund accounting for budget line items.
- Input, monitors, and maintains budget data in the Financial System.
- Research and respond to budgetary surveys.
- Performs additional duties as assigned.

Qualifications:

Education & Experience:

- Bachelor's degree in Accounting, Finance, or a related field is required.
- Two (2) years of professional experience in government budgeting, accounting, finance, or a related field is required.
- Certified Government Financial Officer (CGFO) certification is preferred.

Knowledge, Skills & Abilities:

- Must have the ability to read and interpret memos, correspondence, budget documents, financial calculations, reports, and related literature.
- Ability to handle large amounts of data; interpret financial records and reports; detect and resolve budget and accounting errors; and perform statistical and computational analyses.
- Must possess strong analytical and technical skills, as well as knowledge of research methods and techniques.
- Ability to perform general mathematical calculations, cost-of-service studies, account analyses, and prepare financial and budget reports.

Other Requirements:

- Valid Texas Driver's License is required.
- Must be able to pass applicable pre-employment Drug Screen, Physical, and Background Checks.

Application Process

- All applicants must complete an employment application and submit it to the District's Human Resources Department.

Position is considered "Open Until Filled."

Knowledge, Skills and Abilities:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of college resulting in a Bachelor's degree in Accounting, Finance or equivalent area of study. A Master's Degree in Business Administration, Finance or Public Administration may count toward one (1) year of professional experience. Two (2) years of professional experience in government Budget or Accounting, or a related field is required. Certified Government Financial Officer certification is preferred. Work requires the ability to perform general math calculations, cost of service studies, account analysis and financial and budget reports. Must possess a valid Texas 'Class C' Driver's License. Must pass applicable pre-employment Drug Screen, Physical Exam, and Background Checks.

Position is considered "Open until Filled." Note: All applicants must complete an employment application and submit it to the District's Human Resources Department in order to be considered for employment. Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.