

Management Analyst - Financial Services Budget & Performance Division

Department: Administrative & Financial Services

Location: Topeka, KS

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The City of Topeka is seeking qualified candidates for two Management Analyst positions with the Budget and Performance Management Division of the Financial Services Department.

- The Budget Management Analyst will assist the Budget & Performance Manager in the overall administration, development and management of the City's operating and capital improvement budgets. The position is responsible for providing financial and management analyses and setting objectives and policies as needed.
- The Performance Management Analyst will lead in the transformation of performance management data and information collection, reporting and process improvement. Leads the Open Data Topeka initiative by working with departments to identify, define and collect data for reporting purposes and to improve data integrity and collects Key Performance Indicators and metrics required for the Strategic Plan.

Minimum qualifications for both positions include graduation from an accredited four year college or university with a Bachelor's degree in finance, accounting or public administration, MPA preferred. Must have at least two (2) years of related financial, budgetary, or analytical experience, municipal government experience desired, must have strong experience with Microsoft Office software, especially with Excel.

Must possess and maintain a valid driver's license and a city-insurable driving record. KS license required within six months of hire.

Click here for [Performance Management Analyst](#) position description.

Click here for [Budget Management Analyst](#) position description.

Entry annual salary up to \$48,826, DOQ.

The City of Topeka offers a comprehensive benefits package, including

- Health/Dental Insurance
- Kansas Public Employee Retirement System which totals over 315,000 active, inactive and retired members and manages approximately \$20 billion in assets for KPERS members' benefits.
- Generous paid vacation leave and separate paid sick leave, and one additional paid personal leave days each year.

and more.....

- Paid Life/Long Term Disability Insurance
- (457) Deferred Comp Savings Plan
- Short-Term Disability Insurance
- Free Onsite Health & Wellness Clinic
- Free in-house Wellness Center, a full-service fitness facility
- Free Parking
- Employee Assistance Program.

The City of Topeka is an Equal Opportunity Employer

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