

# Finance Analyst Vacancy Information

**Application Period** February 6, 2026 – February 20, 2026, at 12:00 pm (Noon)

The Memphis City Council is currently seeking qualified candidates for a Finance Analyst position.

**Selection Process:** Applications shall be submitted no later than Friday, February 20, 2026, at 12:00 noon. A background check will be performed, and references will be contacted. Please submit the completed application and required materials to [Brooke.Hyman@memphistn.gov](mailto:Brooke.Hyman@memphistn.gov).

You are responsible for documenting that you meet all requirements for the position. An incomplete application, missing documents, or false responses to questions may result in disqualification. Your application must include all relevant education and experience. Before applying for a position, please update your profile (address, education, work history, etc.) to ensure that the most current information is considered as a part of the application.

You will be notified by email or telephone regarding the status of your application. Please read the job description below carefully.

---

**JOB TITLE: Budget Analyst**

**DIVISION: City Council**

**ESSENTIAL JOB FUNCTIONS:** Works under the general direction of Chief Administrative Officer to monitor and oversee the allocations and appropriations approved by the Memphis City Council for the Administration. Coordinates reporting on financial expenditures and all budgetary matters of the City of Memphis. Participates in budgetary meetings alongside the City of Memphis Finance Division and other divisions to collect and gather information for the Memphis City Council. Provides strategic consulting support to the City Council and council staff to ensure access to supporting documentation, including any financial report of the City's Finance Division and understanding of the budgetary matters before the Council. Presents updates and changes regarding major federal and state grant funding. Collaborates with divisions to track expenditures, project deliverables, and the completion goals set by the Administration, and/or federal and state grantors. Coordinates with the City of Memphis Finance Division on behalf of the Memphis City Council for financial system implementation and enhancements. Reviews all resolutions for financial impact, accuracy, and documentation of allocations, appropriations, and transfers. Maintains current knowledge of governmental accounting standards as promulgated by the Governmental Accounting Standards Board (GASB) and ensures that the City and City Council is in compliance with required standards and that new standards are communicated to the Finance Division and/or implemented by the Memphis City Council, when applicable, within the required time period. Presents data, findings, and trends. Serves as the liaison between the Memphis City Council and the Finance Division and has full access to the City of Memphis financial systems, which includes but is not limited to the ability to run financial reports. Ensures strong working relationships with other divisions/teams. Required to attend regular training to maintain financial certification, licensure, and to maintain a working knowledge of best financial practices.

**OTHER FUNCTIONS:** Performs additional work functions (essential or otherwise) which may be assigned.

**TYPICAL PHYSICAL DEMANDS:** Must be able to communicate clearly both verbally and in writing. Requires the ability to operate general office equipment, such as a personal computer and telephone. Requires some lifting and carrying objects, such as office supplies weighing up to 15 lbs.

**TYPICAL WORKING CONDITIONS:**

Work is performed in an office. Some travel to meetings across the City may be required. Some nights and weekends required if assigned by Council member or office management.

Must be available to attend all committee and regular meetings of the Memphis City Council, except for in the case of extenuating circumstances that have been properly communicated to Council members and office management.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Business, Accounting, Finance or closely related field and five (5) years professional experience in financial management; or any combination of experience and training which enables one to perform the essential job functions. Must obtain and maintain a Certified Municipal Finance Officer certification within twenty-four (24) months of hire as a condition of continued employment. CPA or CMFO preferred. Knowledge of Microsoft operating systems is highly desirable. Governmental or non-profit accounting experience preferred. Oracle Financials experience a plus. Working experience in budgeting in the public sector and ensuring compliance with applicable laws preferred.

The City of Memphis is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, disability, national origin, political affiliation, age, or any other legally protected status.

## Finance Analyst Application Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please submit the name and contact information for three professional references.**

1. Please list the name, address, email, and telephone number for Professional Reference#1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please list the name, address, email, and telephone number for Professional Reference#2.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please list the name, address, email and telephone number for Professional Reference#3.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach the necessary documents.**

Please attach the following

- a. Completed Application,
- b. Cover Letter, AND
- c. Resumé.

*\*All applicants must submit this information with your application. Applications without ALL requested attachments are incomplete and will not be considered. Applicants are solely responsible for submitting a complete application. Upon submission, Applicants will receive a confirmation of their application submission for their records.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*My signature serves as my acknowledgment that by applying for this position, that the information is correct and accurate. False statements will result in disqualification from the candidate selection process.*