



| <b>BUDGET MANAGER</b>        |            |                        |                                 |
|------------------------------|------------|------------------------|---------------------------------|
| <b>DEPARTMENT:</b>           | FINANCE    | <b>CLASSIFICATION:</b> | EXEMPT/AT WILL - MID-MANAGEMENT |
| <b>CREATED/<br/>UPDATED:</b> | MARCH 2020 | <b>PAY GRADE:</b>      | 55                              |

#### **JOB SUMMARY**

Under the direction of the Finance Director, the Budget Manager manages the day-to-day activities of budget preparation and control; to perform specialized professional level work in analyzing and estimating future revenue and expenditures; and to prepare and coordinate financial aspects of City contracts and grant programs.

#### **SUPERVISION EXERCISED/RECEIVED**

Receives general direction from the Finance Director. Exercises functional and technical supervision over technical and administrative support staff.

#### **ESSENTIAL DUTIES**

Recommend goals and objectives; assist in development of, and implementation of, policies and procedures.

Coordinate and compile City operating and Capital Improvement Program budgets; compile data based on statistical studies of trend analysis; estimate revenue, expenditures and reserves; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; receive, interpret, analyze and summarize budget requests.

Establish procedures for budget control, transfers and revisions; develop budget preparation procedures, schedules, forms and instructions for management use in budget processes.

Administer financial aspects of contracts and grant programs, prepare reports and claims for grant programs; maintain records and monitor regulations, requirements, and reporting procedures necessary for the continuation of monetary disbursements; initiate necessary correspondence and change orders.

Coordinate department operating budgets; provide information, analysis and financial policy consultation services for departments related to budget preparation activities and other fiscal issues.

Conduct audits of financial records and procedures; audit accounts, projects, procedures, grants, contracts, departmental budgets and balance sheet accounts; recommend corrective action as appropriate.

Maintain and control the adopted budget; review departmental and other assigned budgets; recommend mid-year adjustments and approaches to balancing budgets.

Participate in budget hearings; prepare materials, charts and graphics for budget hearings and workshops.

Prepare financial and budget related reports and analyses; perform special studies and analysis as required.

Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education:**

Graduation from an accredited college or university with a Bachelor's degree in finance, business administration, or a closely related field. A Master's degree in a related field is highly desirable.

### **Experience:**

A minimum of four years of increasingly responsible accounting, budgeting and auditing experience, including two years of lead or supervisory experience.

### **Knowledge, Skills & Abilities:**

Knowledge of:

- Principles and practices of municipal accounting and auditing.
- Municipal budgeting procedures and techniques.
- Laws regulating public finance and fiscal operations.
- Techniques of statistical analysis.

Ability to:

- Plan, organize, and coordinate budget preparation and control activities.
- Analyze and estimate future revenues and expenditures.
- Develop effective budget preparation procedures, forms and schedules.
- Read, understand, interpret and apply applicable regulations, procedures and policies.
- Prepare clear and concise reports.
- Perform complex statistical and financial analyses.
- Establish and maintain effective working relationships with those contacted in the course of work.

## SPECIAL REQUIREMENTS

- Ability to attend evening meetings and work extended hours, as needed and/or required.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for an item above or below desk level, and lifts or carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.