

## **BUDGET MANAGER**

### **SUMMARY/PURPOSE**

The objective of the Budget Manager is to analyze, recommend, and report on budgetary and financial activities in conformity with generally accepted budget principles and legal requirements as prescribed by state statute and City policies and procedures. The position provides advice and technical assistance with cost analysis, fiscal allocation, financial forecasting and budget preparation. The position evaluates program effectiveness in operations and procedures to recommend improvements. The position coordinates the annual citywide budget process, creates and implements budget procedures and policy, and presents the annual budget to City Council and all interested parties in a variety of formats.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

1. Coordinate the annual budget process by providing data, information, and expertise to Administration and to departments for use in decision making and budget formulation.
2. Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
3. Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
4. Prepare final budget for adoption by the City Council.
5. Identify and analyze new or revised methods, policies, or programs that will increase productivity, lower costs or increase revenues.
6. Perform cost-benefit analyses to compare operating programs, review financial requests, and explore alternative financing methods.
7. Coordinate and conduct research to gather and analyze data developed internally or derived from external sources.
8. Provide assistance to City Departments in making management improvements and in evaluating program effectiveness.
9. Maintain and operate the City's budget system. Using the system, create or prepare budget reports to present data as necessary.
10. Ensure that budget adjustments are made in accordance with legal and programmatic requirements.
11. Review operating expense and revenue budgets to analyze trends affecting budget needs.
12. Match appropriations for specific programs with appropriations for broader programs, including items for emergency funds.
13. Calculate the financial impact of multiple fiscal scenarios.
14. Prioritize, assign, and direct the work of assigned staff, including establishing work standards, effectively recommend employment action, hire, discharge, etc., provide performance evaluations, delegate authority and responsibility, train and communicate instructions and information.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

#### **Education & Experience Requirements**

1. Bachelor's degree in Finance, Business Administration, Accounting, or a field determined by HR to be equivalent.
2. Four years of full-time experience in budgeting, auditing or finance.
3. Experience in governmental budgeting preferred.

#### Knowledge Requirements

1. Thorough knowledge of budgeting principles, methods, practices and terminology.
2. Thorough knowledge of fiscal and management analysis methods.
3. Knowledge of governmental accounting.

#### Skill Requirements

1. Skill in analyzing financial data to provide information and knowledge in support of good decision making.
2. Skill in analyzing operations and procedures.
3. Skill in accurately presenting large quantities of financial data and information in a meaningful and understandable format.

#### Ability Requirements

1. Ability to establish and maintain good working relationships with both internal customers such as administrators, management and employees as well as external customers such as outside agencies and organizations.
2. Ability to supervise assigned personnel and effectively motivate their performance.
3. Ability to investigate and resolve disciplinary and grievance issues.
4. Ability to efficiently use computer applications such as Word, Excel, Power Point and dedicated financial and budget systems.
5. Ability to systematically perform detailed work often under stringent deadlines.
6. Ability to assess and encourage appropriate development opportunities for assigned staff.

#### Physical Ability Requirements

1. Ability to work for long periods while seated at a desk.
2. Ability to talk and hear to exchange information.
3. Ability to occasionally stoop, kneel, crouch, and reach to file information.
4. Ability to occasionally lift and carry items such as reports and paperwork weighing up to 25 pounds.

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