

Job Title: Budget and Finance Manager

Department: Administration

Reports To: Deputy City Administrator for Administrative and Finance Services

Grade: 23

FLSA Status: Exempt

Range: 71,387.33 – 103,512.42

Position Summary: This position plans, manages, organizes, directs, and personally performs budgeting and finance activities of variable complexity in accordance with the principles and procedures of public finance, budgeting, and budget control; does related work as required. Work is performed under general supervision by the Deputy City Administrator for Administrative and Finance Services.

Examples of Work (Essential Functions):

Budget

- Collaboratively manages the annual budget process including, but not limited to: providing departmental guidance, data and reports; maintaining the integrity of the budget within the budgeting system and general ledger and preparing budget reports for City Administrator or other Department Directors.
- Reviews and prepare budget amendments, including preparing financial reports and tracking changes in budget amounts from the initial budget.
- Develops preliminary and final budget documents.
- Participates in budget hearings and departmental budget meetings.
- Assists Department Directors and managers in completing yearly budget requests and justifications.
- Develops models and prepares multi-year financial forecasts and operating cost projections.
- Analyzes budget to actuals for each department and general fund and prepares regular budget status/interim financial reports; assists department as needed to meet budget needs.
- Prepares required State budget forms and prepares annual property tax and special assessment certifications for submission to County in connection with the annual budget process.

Financial Analysis and Reporting

- Coordinates activities of the independent annual audit; responds to auditor inquires and requests for information including preparation of work papers; assists in the preparation of the financial statements and ensures accuracy and conformity with GFOA certificate program.

- Participates as both a project leader and a team member on various efficiency projects and analyses of areas that pertain to budgetary or financial controls and operations.
- Performs financial research, studies and analysis including developing, updating, and implementing financial policies and procedures, including training and instruction for other City staff on compliance.
- Assists with long-term financial planning.
- Coordinates and monitors debt issuance including all reporting requirements for existing and new debt, including arbitrage/rebate reporting.
- Maintains debt amortization schedules and insures timely payment of principal and interest payments in accordance with maturities.
- Updates, tracks, and performs Capital Project reporting. Maintains fixed asset records.

General Finance Duties

- Oversees the City's financial management software system; identifies, develops, and implements upgrades or new software as necessary to facilitate revision as necessary.
- Performs in a back-up capacity for payroll, accounts payable, bank reconciliations, cash receipts and accounts receivable.
- Administers purchasing card program.
- Prepares and issues payment of property and sales tax collected to be remitted to developers in accordance with approved development incentive agreements.
- Composes, prepares, examines, or analyzes accounting records, financial statements, or other financial or technical reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Computes taxes owed and prepares any Federal or State tax return documents, filing, reporting, and ensuring compliance with payment, reporting, or other tax requirements; including oversight for 1099s at year end.
- Maintains and updates chart of accounts and other financial structures.
- Oversees and assists the Accountant in month-end and year-end closing procedures including bank statement reconciliations, adjusting entries, verification of encumbrances, and clearing of cancelled checks.
- Administers purchasing card program.
- Performs all other related tasks as required.

Examples of Work (Marginal Functions):

- None.

Certificate, License: Certified Public Accountant, preferred.

Required Education and/or Experience:

Bachelor's degree in finance, accounting, business or public administration or a closely related field. Minimum of three (3) years of increasingly responsible, professional financing/accounting experience and one (1) year of supervisory experience; or a Master's degree from an accredited

college or university; or equivalent combination of education and experience. Experience with governmental accounting preferred.

Preferred Education and/or Experience:

Master's degree from an accredited college or university in finance, accounting, business or public administration. Five (5) years of increasingly responsible accounting experience and three (3) years of supervisory experience; ; or equivalent combination of education and experience. Experience with governmental accounting preferred.

Abilities, Knowledge, Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to effectively present information, respond to questions and effectively interact with Council, senior level management, associates, clients, customers, managers, and the general public.
- Ability to establish and maintain effective working relationships with associates, public and others.
- Ability to maintain confidentiality.
- Ability to maintain efficient and effective financial systems and procedures.
- Ability to prepare and analyze complex financial reports.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to interpret and train on financial policies, procedures and practices.
- Ability to work collaboratively and independently.
- Knowledge of accounting theory, generally accepted accounting principles and practices, and various regulatory requirements.
- Knowledge of budget development and monitoring.
- Knowledge of governmental budgetary, accounting, and reporting systems.
- Knowledge of governmental accounting principles and practices (operating and capital).
- Knowledge of internal control procedures.
- Knowledge of payroll and accounts payable functions.
- Knowledge of public finance and fiscal planning.
- Skill in operating a personal computer, laptop, other department office equipment; using applicable department software, using Microsoft products, using web-based systems, and performing data entry.

Supervision: Responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising direct reports

through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are normally quiet to moderate. The worker is not subject to adverse environmental conditions.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SIGNATURE and APPROVAL

Employee

Date

Department Director

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.