



Senior Budget Analyst Budget Manager

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Senior Budget Analyst Budget Manager directs the development and oversight of the City's annual budget. Responsible for researching, analyzing, and presenting numerous options for financial management and planning. Work involves the daily operations of budget management, analyses of fiscal conditions, year-end projections, review and monitoring of department budgets, and evaluations of financial alternatives consistent with City goals and objectives. This position reports directly to the Assistant Finance Director.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Administers the City's operating budget.
- Develops goals and associated policies, procedures, and priorities for the city budget process.
- Develops, coordinates, and maintains strategic, fiscal, and management policies for the city budget and the capital program.
- Prepares, monitors, and coordinates the budgets of city government and prepares special reports as required.
- Attends and establishes conferences and public and professional meetings.
- Formulates and monitors revenue and expenditure projections.
- Conducts management's review of proposed expenditures.
- Assures that the operation budget is balanced.
- Assesses the impact of the Capital Improvement Plan on the operating budget.
- Responsible for the monthly interim financial management reports and analysis.
- Conducts and creates trend analysis for revenue and expenditures.
- Conducts and creates feasibility studies.
- Conducts training when necessary.
- Provides general assistance to the Chief Financial Officer.
- Prepares and updates statistical tables for the Annual Comprehensive Financial Report (ACFR).
- Maintains software used for preparing the budget for the City.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Accounting, Finance, or Public Finance. ~~Minimum of F~~three (3) years of experience in a related field, or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. ~~Possess or be able to obtain a valid State of Florida driver's license by the date of hire~~Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills, and Abilities:

- Knowledge of modern budgeting principles and practices.
- Knowledge of data processing applications ~~as they relate~~related to accounting, including Word, Excel, Access, and PowerPoint.
- Knowledge of the principles and practices of government policies, finances, management, and budgeting methods and concepts.
- Knowledge of all federal, state, and local regulatory requirements applicable to the City's financial and budgetary activities.
- Knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial planning, and management.
- Knowledge of the principles, practices, and procedures of supervision, and ~~city-wide~~city-wide organization and administration.
- Knowledge and ability to plan, implement, and coordinate complex technical and administration programs.
- Knowledge of the principles, practices, and methods of accounting.
- Knowledge of budgetary procedures and practices, and ability to apply such to the City's budgeting system.
- Knowledge of the principles of information technology and automated procedures.
- Knowledge of governmental accounting principles and practices.
- Ability to express ideas effectively, both orally and in writing.
- Ability to perform financial analysis and evaluation of budget requests to make appropriate recommendations for budget preparation and monitoring.
- Ability to use objective and analytical processes to project revenues and expenditures.
- Ability to assist departments in the preparation of their budgets, including, but not limited to, training on the budget program and analyzing expenditures.
- Ability to review departments' budgets and to make recommendations to comply with approved operating and capital fund budgets.
- Ability to direct efforts to prepare the proposed and final budget documents.
- Ability to establish and maintain effective working relationships with the general public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light-weight (5-10 pounds). Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.