

BUDGET OFFICER

DEFINITION

Under general direction, plan and manage the complete organizational budget process. This includes setting and enforcing the budget schedule and development process, estimating, analyzing and monitoring City revenues; monitoring and analyzing the organizations expenditures; producing the annual budget document; and performing related tasks as required. The incumbent will prepare/coordinate multi-year financial plans for all key City operating funds and will participate and assist with the capital improvement program budget process. The Budget Officer is distinguished from other professional classifications by the level of city-wide responsibility assumed and level of technical and quantitative skills required.

SUPERVISION RECEIVED

General direction is provided by the Director of Finance.

SUPERVISION EXERCISED

Assignments may also require the direct or indirect supervision of interns, technical, administrative and/or clerical personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Plans and coordinates preparation of the City's annual operating budget.

Counsels and advises departments regarding preparation and monitoring of their department budget and actual expenditures.

Reviews and analyzes revenue and expenditures for completeness, accuracy and anomalies.

Reviews, analyzes, and approves department budget requests.

Develops annual City personnel budget for all departments.

Participates in administrative review of proposed department budgets.

Assists in the preparation of budget materials for the Director of Finance, City Manager, the executive management team, City Council work sessions, public hearings and Council meetings, including staff reports and presentations.

ESSENTIAL DUTIES (continued):

Advises the Director of Finance and City Manager on budgetary issues, including initiating enhancements and innovative budgeting techniques.

Coordinate and run budget related meetings which includes budget project management, annual department budget conferences, and other budget team meetings as necessary.

Prepares analysis of budget variances and forecast of revenues and expenditures for departments and the City.

Directs compilation of data based on statistical studies and analyses of past and current years to justify fund requests; monthly, mid-year and year-end financial reporting.

Provides technical expertise in budget preparation, administration, and analysis of the automated financial information systems.

Responsible for developing, organizing, reviewing and publishing the City Operating Budget.

Coordinates and is responsible for the preparation, modification, maintenance and analysis of the Citywide multi-year financial plans.

Monitors expenditure requests during the fiscal year for compliance with the adopted budget.

Responsible for monthly, quarterly, semi-annual and annual financial reporting.

Coordinates with Accounting to update the City's Cost Allocation Plan and setting overhead rates.

Develops and implements complex financial models for analysis and presentation of financial information.

Assists with annual audit in areas related to budget analyses and reconciliation.

Participates and assists with the Capital Improvement Program budget process.

Works closely with Accounting Division staff and assists with account reconciliations.

Reconciles the Adopted Budget to general ledger.

Reviews and monitors all budget adjustments.

ESSENTIAL DUTIES (continued):

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Financial management, preferably including governmental accounting, financial reporting and budgeting practices.

Procurement processes and other local government operations.

Principles and practices of organization, management, and supervision

Principles, methods, and practices of municipal finance, budgeting and accounting.

Ability to:

Prepare complex financial reports and analyses.

Analyze and interpret federal state, and local laws, rules and regulations pertaining to local governmental operations.

Initiate and maintain effective and professional working relationships with City personnel.

Conceive and effectively propose or suggest solutions to budgetary needs and problems.

Communicate clearly and concisely, orally, and in writing.

Gather, organize, process and analyze data concerning a variety of problems.

Perform administrative and technical research.

Apply modern office methods and procedures.

Operate a personal computer and related word processing and spreadsheet software and other office equipment such as facsimile machines, laser printers and photocopiers.

Learn and understand mainframe computer applications and all newly employed financial or budget systems.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of responsible experience in budget preparation and execution or other closely related field; acceptable experience may have been gained in the civilian public service, in private enterprise, in public utilities, or in the military service, provided the latter included a reasonable amount of budget experience in municipal or other local governmental service.

Education: Possession of a Bachelor's degree from an accredited college or university with major course work in finance or public business administration. A Master's degree in a related field is desirable.

Licenses and Certificates: At the time of appointment, must possess and maintain a valid Class C California Driver's License. Incumbent must also meet the insurability requirements as determined by the City.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software;; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, walk, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

H170CS93

July 1993

Revised December 2010

Revised January 2016

AAP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt