

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: BUDGET MANAGER (Job Code 110).

GENERAL STATEMENT OF JOB

Under the direction of the Finance Director/Assistant Finance Director, the Budget Manager plans, manages, organizes, directs, and personally performs professional budgeting activities in accordance with the principles and procedures of public finance, budgeting, and budget control. Performs related work as required.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Manages, coordinates, and participates in the development of the City's annual performance-based budget.

Prepares revenue projections.

Develops preliminary and final budget documents.

Participates in budget hearings and departmental budget meetings.

Analyzes revenue and expenditure variances relative to the adopted budget, and prepares reports to management as needed, providing recommendations.

Prepares five-year capital projects budget.

Reviews financial reports relative to budget impact, and works with Finance staff and other departmental staff to resolve problems and discrepancies.

Works with departments to compile data necessary to analyze and determine operational/financial efficiency and effectiveness.

Implements, monitors, and evaluates budget policies and procedures, making recommendations as needed.

Prepares various staff-related reports, resolutions, and ordinances as required.

Approves requisitions and check requests, verifying budget is sufficient and appropriate general ledger accounts have been charged.

Assists department directors and managers in completing yearly budget requests and justifications.

Conducts cost benefit analyses as needed to assist in making management decisions regarding benefits of current and proposed program proposals, capital budgets, etc.; creates financial models using electronic spreadsheets.

Performs complex budgetary and financial analysis; monitors legislative and regulatory changes; and provides management support for budget-related issues.

Develops models and prepares multi-year financial forecasts and operating cost projections.

Conducts studies to identify cost of services and assist in the preparation of fee studies.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Finance, Economics, Accounting, Business, Public Administration or other closely related field, supplemented by a minimum of five (5) years professional level experience in public agency budgeting, financial analysis, public finance, or accounting. A Master's degree and/or CPA license is preferred. Must be proficient with the Microsoft Office suite. Familiarity with Sungard financial systems is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (10-20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and City administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge and understanding of the principles and practices of governmental administration in relation to accounting, purchasing, and financial reporting.

Knowledge and understanding of budgeting and municipal fiscal management.

Knowledge and understanding of the organization, functions and financial challenges of municipal government administration.

Knowledge and understanding of cash management, pension, investment, and modern banking relationships.

Knowledge of long range planning principles and administration, organization, and supervision.

Skilled in both written and oral communications for effective expression of ideas and clarity in task assignment.

Ability to develop routine and non-routine comprehensive fiscal reports.

Ability to assess municipal programs and proposed policies in terms of their financial and administrative implications.

Ability to appraise market trends and terms in relation to municipal debt.

Ability to present findings effectively in complex, oral or written reports.

Ability to establish and maintain effective work relationships with other employees, City officials, debt rating agency personnel, investors, users of municipal financial reports, the investment banking community and the general public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

City of Margate, Florida • Budget Manager

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date