

## **BUDGET MANAGER**

### **Job Summary**

Under the direction of the Director of Finance this professional management position is responsible for the development and management of the City's budget, financial analysis, and planning. This position plans, organizes, and manages the budget and long-term financial planning processes, performs complex and technical analysis, financial projections and forecasts, and works with all city departments to develop budgets.

### **ESSENTIAL DUTIES**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.):

- Manages, coordinates, and oversees the City's budget process with all city departments, including meeting with department staff to create revenue, payroll and other expenditure budgets, provides complex financial analysis and develops various financial reports.
- Provides technical advice and assistance to departments regarding the budget process and procedures. Reviews budget details and narratives submitted by departments for accuracy and work with departments to resolve problems.
- Conducts extensive research of external markets, legislation, and analysis to determine impacts to City operations and performance to formulate revenue and expenditure forecasts and convey detailed recommendations for annual budgetary proposals, modifications, and adjustments.
- Coordinates with department directors and staff to prepare operating budgets, the five-year capital improvement plan, budget modifications, and adjustments. Develops and conducts budget process training.
- Performs and coordinates the integration of budget changes, amendments and transfers in the budget system and assures alignment with the chart of accounts. Researches, develops, and prepares revenue and expenditure analysis and monthly budget status reports.
- Manages the budget system, maintains system integrity, chart of accounts alignment, system, and process documentation. Coordinates budget system updates and modification and end-user training.
- Presents and communicates financial information in a timely, accurate, understandable and meaningful form to City Council, City management, various Commissions and the public as required.
- Provides budget analytical support for collective bargaining negotiations, including budget analysis and reports and costing of proposals.

- Develops and/or reviews City-wide Indirect Cost Allocation Plan and determine billable rates.
- Evaluates software systems to ensure property system controls and efficiency. Implements new software as needed.
- Trains, motivate, and evaluates assigned staff; establishes standards of productivity and performance; prepares and presents employee performance reviews and action plans, as needed; provides or coordinates staff training; recommends employee recognition; and oversee daily operations.
- Conducts budget audits and reviews; advises Director of Finance & City Treasurer on budgetary, financial, or other departmental matters.
- Builds and maintains positive working relationships with coworkers, other City employees, and the public using principles of good customer service.
- Performs other special projects and duties as assigned.

## **QUALIFICATIONS**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

- Bachelor's degree from an accredited college or university with major course work in accounting, financial management, business administration, public administration, economics, or a closely related field, or any combination of education and experience that provides equivalent knowledge, skills, and abilities is required. A master's degree in accounting, budgeting, financial management, or a related field is preferred. Five (5) years of performing increasingly responsible professional experience in finance, budgeting, or accounting is required. At least two (2) years of experience supervisory

### **License:**

- Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, confirming possession of a valid driver's license and reflecting the driving record.

### **Knowledge of:**

- Principles, practice, and objectives of public sector budgeting include development, preparation, adoption, implementation, evaluation, and performance monitoring, auditing and reporting.
- Local government operations, functions, and relevant federal, state, and local public policies and fiscal requirements pertinent to local government.
- Project management principles and practices experience, including experienced user of project management software, and the ability to apply concepts to effectively communicate

(written and verbal). Collaboration, and lead projects and teams to guide and define practice and process change.

- Principles and practices of effective employee supervision, including selection, training, evaluation, discipline, team building and employee growth.
- Principles and methods of administration, including goal setting and policy and procedure development.
- Principles and practices of financial software systems, including software used to develop municipal budget books.

**Skill and Ability to:**

- Develop and maintain effective partnerships and working relations with coworkers, representatives from other entities and departments, boards and commissions, and the public.
- Research, prepare, and present clear, concise, and complete financial reports and complex financial and budget information to a variety of audiences, including but not limited to City Council, in writing and verbally.
- Analyze, validate, verify, and document methods and sources to substantiate the accuracy of financial and statistical data and information.
- Compose clear and comprehensive budget polices, procedures, guidelines, budget narratives, staff reports, presentations, and budget process and system documentation.
- Develop automated comprehensive budgeting and reporting fiscal management systems using computer applications in the preparation of complex budget financial and written reports.
- Plan, organize, assign, direct, review, and evaluate the work of professional, technical, and clerical staff.
- Review and verify accuracy of financial data, information, and associated legal documents.
- Analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations.
- Perform accurate mathematical and statistical calculations.
- Exercise sound independent judgment within established procedure guidelines; Communicate clearly and concisely, both orally and in writing.

**Working Conditions:**

Employee accommodation for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.

City of Carson  
Class Specification

City council Reso. No.: 24-084  
AME  
FLSA: Exempt

- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work evenings or weekends.