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## **BUDGET/ FINANCE ADMINISTRATOR**

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### **DEFINITION**

Under limited direction, performs a variety of journey level and professional budgeting functions; functional areas of expertise include, but are not limited to, financial accounting and reporting, compliance review, budgeting, auditing of internal controls, grant accounting, cost accounting and fiscal analysis reporting duties.

### **SUPERVISION EXERCISED**

Train, evaluate and supervise subordinate staff.

### **EXAMPLES OF DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.*

Coordinate the preparation and administration of the annual citywide operating budget, the capital improvement budget, the mid-year budget amendment, and other amendments as required.

Administer budget performance systems, provide procedures and instructions for budget input and preparation, direct and implement modifications to the budget, and assist in preparing long-range financial plans.

Assist with the completion of the City's Comprehensive Annual Financial Report (CAFR) and annual financial reports and audits.

Conduct analytical studies of complex and sensitive financial or organizational issues; analyze proposals for immediate and long term policy and fiscal impacts on specific departmental operations and on a citywide basis; make recommendations based on findings.

Prepare customized financial management reports and recommend corrective actions for resolution of budget performance issues.

Provide daily oversight of budget and position control; perform budget projections and variance analysis with actual versus budget data.

Analyze revenue levels and develop the forecast of funds needed for staffing, equipment, materials, and supplies, monitor expenditures, and recommend adjustments.

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Analyze and develop processes, procedures, work simplification, computer applications and methods of achieving intended outcomes.

Serve as the first point of contact for department fiscal inquiries and provide analytical support for recommendations made to the City Manager; answer inquiries from the public, both in person and over the phone, providing fiscal information and explaining procedures.

Provide technical guidance and supervision to staff in one or more of the following areas: budgeting, accounts receivable, accounts payable, purchase orders, utility billing, cash collections, payroll and accounting.

Oversee various financial subsystems in assigned area of responsibility.

Participate in the maintenance and reconciliation of a variety of ledgers, reports and records, ensuring accuracy and journal entry postings.

Assist in the planning, preparation, development, and control of the City's accounting systems, and preparation of financial reports and statements.

Assist in overseeing and participating in preparation of annual City and Successor Agency budgets, including ROPS and Administrative Budgets and Local Government Compensation Report; assist in the preparation of the Housing Successor Annual Report.

Assist in the development of departmental goals, objectives, policies and procedures; recommend and implement changes in accounting system and procedures.

Assist in the year-end closing, reconciliation and account balance roll over.

Analyze procedures recommending improved methods, resolve and/or recommend resolutions of system and process deficiencies.

Collaborate with other City staff by providing consultation services in areas of expertise.

Conduct citywide special projects and studies as needed.

Train, supervise, evaluate, and motivate subordinate staff.

Perform other related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

#### **Knowledge of:**

City organization, functions, policies, rules and regulations.

Standard office procedures, methods and computer equipment.



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Proficient computer skills including but not limited to Microsoft Office products and financial operation software systems and databases.

Principles and practices of general and governmental accounting, budget preparation and monitoring, expenditure control, accounts payable and receivable, cashiering, cash flow and revenue forecasting.

Fiscal record keeping, payroll, cashiering, business license, journal entries, accounts receivable, accounts payable, and billing.

Accounting and financial record keeping, principles, procedures and methods and their application to projects and activities.

Principles and practices of payroll administration including Federal and State payroll tax reporting requirements and business license processes and procedures.

Principles and practices of employee supervision, training, evaluation, motivation and discipline.

Principles and practices of municipal budget preparation and control.

Fiduciary fund accounting and reporting.

Applicable Federal, State and local laws, codes and regulations.

Automated financial management and accounting systems.

Generally Accepted Accounting Principles (GAAP).

Governmental Accounting Standards.

Principles and practices of supervision, training and performance evaluation.

Techniques used in dealing with the public and customer service.

**Ability and Skill to:**

Function effectively with minimal supervision and use independent reasoning to solve complex problems and develop recommendations for action.

Operate office equipment including computers, copying machines and phone systems.

Independently perform the most difficult technical budgeting and financial projects and activities.

Maintain accurate financial records.

Plan, organize, review the work of and train and supervise subordinate staff.

Respond to questions from the public and staff.



Interpret and evaluate narrative and statistical data pertaining to fiscal management matters and translate results into coherent, well-written reports.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to municipal accounting, budgeting and related functions.

Analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.

Independently interpret and apply accounting principles and procedures to maintain control of records, financial statements and databases; research, collect, compile and analyze information and data.

Apply accounting principles in the maintenance of governmental financial and accounting transactions.

Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.

Prepare, examine and verify financial documents, statement, reports and analyses.

Communicate clearly both orally and in writing.

Exercise discretion in confidential matters.

Establish and maintain and promote positive and effective working relationship with employees, public and other agencies.

Perform duties of an emergency/disaster service worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

BA/BS degree in Accounting, Finance, Business Administration or related field and four (4) years of professional experience in municipal accounting and/or budgeting. CPA and MA/MS is highly desirable.

### **LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, copying machine and cash register.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.



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Ability to prepare reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for two hours at a time.

Ability to lift up to 15 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.

