



Management & Budget Manager

Category: Exempt
Pay Grade: E28
Job Code: 02352

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

Performs professional financial and accounting work involving customer focused development, preparation, implementation, and execution of county-wide and special district budgets, for all fund entities of the County; ensures compliance with Chapter 129. F.S., for control of County finances, and other statutory provisions, for timely preparation and execution of legally adopted County budgets; advises County agencies and departments of legal and budgetary policy requirements, as well as ensuring proper budgetary processes for supplements, amendments and other changes; exercises supervisory responsibility over subordinate personnel.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Serves as the primary contact for department and agency directors providing a complex range of customer focused financial services designed to meet operations requirements;
- Manages a staff of financial professional and technical staff ensuring high quality financial services' mission support is delivered to designated departments or divisions in an efficient and effective manner;
- Prepares and publishes annual budget, technical instructions which include timetables as provided by law, development of required forms, and explanations of the budgetary process;
- Prepares publications and notices for Board of County Commission hearings;
- Ensures budgetary compliance with the Governmental Accounting, Auditing and Financial Reporting procedures, as they apply to all relevant laws, rules, and regulations;
- Prepares official annual County, preliminary, tentative, and final budgets, estimates revenues for fixed-dollar budgeting, compiles and reviews budget appropriation requests for statutory compliance, and calculates reserve requirements for appropriations;
- Coordinates preparation with the County Attorney of legal documents necessary to budget adoption process;
- Monitors and verifies budgetary revenues, balances, expenditures, and reserves for sufficiency and propriety of funding, compliance with control of expenditures by fund entity, and departmental major object coding;
- Assists in designating budgeted and actual reserved and restricted funds not otherwise available for annual appropriation, review, and evaluation of interim financial statements for budgetary comparisons to ensure appropriations are lawful;
- Assists with analysis of year-end, annual financial statements to ensure adherence to state budgetary laws, rules, and regulations and conformity to accepted accounting principles;
- Serves as department head in the absence of the director;
- Evaluates work of personnel assigned to the budget process;
- Presents training classes to County employees;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years of professional senior management level budget and finance experience with a large commercial or governmental entity that includes one (1) year of experience supervising professional staff responsible for budget operations; or a Bachelor's degree in business administration, finance, or a related field and four (4) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of principles and procedures of general and governmental accounting, auditing, and financial reporting methods and techniques;
- Knowledge of state laws, rules, and regulations relevant to governmental budgeting;
- Skill to translate budgetary principles, policies, and practices;
- Ability to administer a coordinated system of budgetary reporting and compliance;
- Ability to plan, assign, supervise, and evaluate the work of subordinate personnel and establish and maintain effective working relationships with several Constitutional Officials, the departments under the County Administrator, and County employees;
- Ability to apply computer applications and software to operate a personal computer research, analyze, manage budget and performance activities, prepare presentations, reports, and papers as well as to enter and retrieve information, monitor work performed, and to communicate information.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.