

BUDGET MANAGER

PURPOSE AND NATURE OF WORK

This is fiscal and administrative work in budgeting and treasury management. Incumbent performs work, which is administrative and technical in nature with delegated responsibility for some independent action in the custody of City-Parish funds within the legal restrictions of Charter provisions, ordinances and/or policy procedure. Supervises small staff, works closely with the Chief Financial Officer in the preparation of the annual operating budget, Capital Improvements budget, and 5-year Bond Program budget, and is charged with the responsibility of controlling the budgets of various departments within allotted appropriations. All work is performed under the supervision of the Chief Financial Officer.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Contacts all officials who deal with City-Parish revenue and estimates total annual revenue. Prepares 3-year forecasts, and implements improved budgetary control. Issues annual budget work sheets for departmental estimates, collects the budget forms and estimates, summarizes and evaluates the requests of the various departments and makes recommendations to the Chief Financial Officer with respect to needs and excess of needs over estimated revenue. Assists the director by preparing a prospectus of the financial condition of Consolidated Government before the issuance of bond notices, maintains a check on the payment by banks of bond interest and principal, and keeps records on status of bond issues such as dates when interest and principal payments are due. Plans, lays out and supervises the work of the office staff; plans work schedules, instructs new employees, and participates in detailed work when required. Supervises the posting of revenue and the coding and recording of all of all official financial transactions. Conducts surveys and develops methods of maintaining an even flow of funds at all times. Consults with the Accounting Manager over the investment of funds and the length of time funds are to be invested. Coordinates, through analysis and consultation with auditing firm the status of budget and makes report to the Chief Financial Officer. Issues work orders and meets monthly with department director and division managers for budget review in order to flag areas in danger of over-expenditure. Responsible for seeing that all City-Parish contracts and agreements are properly executed and that expenditures related to contracts are within approved appropriations.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of Federal fund requirements, and what these funds can be used for.

Thorough knowledge of the methods of gathering data for preparation of annual operating and capital budgets.

Considerable knowledge of governmental accounting theory, principles and practices, and their application to a variety of accounting transactions and problems, especially in the area of financial reporting and municipal budgets.

Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money on proper authorization.

Considerable knowledge of modern office management principles, practices and equipment.

Considerable knowledge of State and local laws relating to the accounting of City-Parish funds.

Ability to analyze and interpret fiscal and accounting records and to prepare financial statements and reports from such records.

Ability to design and install budget reporting systems.

Ability to supervise employees and maintain good working relationships with them, other employees, public officials and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in Accounting or Finance and considerable experience in accounting work, preferably in governmental accounting; or any equivalent combination of training and experience.