

BUDGET MANAGER**SUMMARY:**

Under general direction, prepares, administers and monitors the City budget; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Consolidates department budget requests into City operations budget.
2. Participates in all work related to long and short term budget planning.
3. Provides technical advice and assistance to department heads in preparation and maintenance of departmental budgets.
4. Prepares budget documents and amendments for City Commission approval
5. Reviews department revenue and expenditures, analyzes discrepancies, reconciles budget expenditures and transfer funds as needed.
6. Transforms the detail budget into a more meaningful management administrative tool for use in analyzing, evaluating, and improving the budget.
7. Supervises budget staff in preparation and auditing of departmental budgets.
8. Oversees preparation and presentation of periodic budget reports.
9. Participates in the development, maintenance, and coordination of goals and objectives for each City department.
10. Forecast revenue and expenditures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of budgeting techniques and development.
- Knowledge of local, state and federal laws, regulations, policies and practices governing accounting and finance.
- Knowledge of generally accepted accounting principles including governmental accounting.
- Knowledge of supervisory principles and practices.
- Skill in using computer and finance application software.
- Skill in gathering, analyzing, and preparation of reports relating to budgets.
- Ability to prepare complex management performance reports.
- Ability to establish and manage functions related to formalized operations analysis, methods of improvement, and cost reduction activities.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with City departments.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Accounting, Finance, Business Administration or related field and five (5) years budgeting experience including two (2) years of related government and supervisory experience, or any equivalent combination of training and experience.