

City of Dunedin, Florida  
Class Description

Position Title: **Budget Manager**  
Finance Department

**GENERAL STATEMENT OF JOB**

Under general direction from the Director of Finance, the incumbent is responsible for all aspects of the budget, including managing, researching, strategic planning and supervising employees engaged in the budget process and analysis in the Finance Department. Reports directly to the Director of Finance.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.*

Develops and analyzes revenue estimates and fund summaries for budget preparation.

Monitors budget, ensures revenues and expenditures are accurate and within budget.

Prepares and facilitates budget amendments and transfers as needed.

Prepares budget transfers as necessary.

Develops and compiles the departmental budget, budget amendment packages, and a comprehensive City budget for departmental and public presentation to Directors, City Commission and the City Manager for review and approval.

Reviews and updates six-year Capital Improvement Program (CIP); develops, with department representatives, first year of capital budget.

Calculates internal service fund allocations annually.

Collaborates with employees, department Supervisors and Directors on budget matters.

Develops and maintains Budget sections policies and procedures manual.

Manages and oversees the activities of the subordinate staff. Duties include, but are not limited to collaborating, reviewing, planning, assigning work of subordinates; creating and maintaining standard operation and process; coordinating department activities;

recruiting and managing employee relations.

Responsible for the compliance with City's policies and State, Federal and Local regulations.

Ensures budget is adopted in accordance with Florida state mandated Truth in Millage ("TRIM") compliance requirements.

Performs general finance/accounting work as required, including but not limited to reviewing bank reconciliations, reviewing invoices and requisitions, preparing journal entries, assisting auditors during annual audit, etc.

Performs general administrative work as required, including preparing Commission meeting agenda items, reviewing management reports, etc.

Compiles data for various scheduled and adhoc financial, statistical and analytical reports, records and spreadsheets as required.

Receives and responds to inquiries, concerns and requests for assistance in budget matters from City personnel, committees, and other individuals or groups.

#### **ADDITIONAL JOB FUNCTIONS**

May perform duties of the Director of Finance in his/her absence.

Performs general office work as required, including typing reports and correspondence, entering data into the computer, copying, scanning and filing documents, answering the telephone, etc.

Performs other related duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in Business Administration, Finance, Accounting or related field with a minimum of five years of experience in financial management within a public sector such as a city, county or local government; two years which have been in a supervisory capacity.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

#### **SPECIAL REQUIREMENTS**

Must possess a valid state driver's license.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures, policies of the City of Dunedin and State and Federal compliance, as they pertain to the performance of essential duties of the Budget Manager. Is knowledgeable of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of accounting, budget development and analysis, etc. Knows how and when to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to make sound, educated decisions. Is able to compile, organize and utilize various financial information necessary for the preparation of organizational and departmental budgets, and knows how to prepare and monitor budgets. Knows how to prepare and make effective public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak, write and understand the English language.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to extrapolate and accurately integrate data and/or information for forecasting and planning for matters impacting the organization. Includes, responsibly conveying and managing data, strategic process and implementation fluidly through the organization and its levels of authority.

**Human Interaction:** Requires the ability to function in a supervisory capacity for an essential organizational unit requiring significant internal and external interaction; requires the ability to apply principles of negotiation, and performs such in situations within the context of legal guidelines. Is able to train, assist, motivate, influence and provide leadership to a diverse group of professionals. Is able to perform employee evaluations and to make recommendations based on results. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to effectively use, operate and/or handle equipment such as a computer, copier, calculator and telephone, etc. Proficiently utilizes MS Office Suite, which includes, but is not limited to Excel, Word and Outlook. Extract and input data into Enterprise Resource Planning solutions such as, Naviline and Tyler Munis.

**Verbal Aptitude:** Requires the ability to collaborate, synthesize data and information, and to use reference, descriptive, design, advisory and consulting data and information as applicable. Has thorough knowledge of financial terminology and related professional languages used within the department as such that pertain to the work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Has the mathematical ability and financial expertise to handle



accurate and precise calculations. Requires the ability to apply advanced mathematical and accounting concepts, to include integration of related functions; ability to perform and interpret statistical calculations which include revenue modeling, transaction activity and testing. Utilization of MS Excel to create charts, formulas and pivot tables that will effectively convey financial data.

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions. Has the ability to plan, organize and prioritize daily assignments and work activities.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required to handle situations involving high financial risk and/or exposure to the organization. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in lifting and light work involving moving from one area of the office to another. Requires sitting for long periods of time to complete tasks on the computer, which may require repetitive motions. Movement required when meeting with various departments between locations. Some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Approved:

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Director of Finance

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Date

11/19/18