

INFORMATION TECHNOLOGY (IT) BUDGET COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: An Information Technology (IT) Budget Coordinator performs professional, advanced level budget coordination, preparation, research, analysis, forecasting, and administrative work. Duties include: communicates with Information Services Division (ISD) personnel in order to provide an understanding of budget, projections, procedures, philosophies, and needs; leads the ISD Steering Team members in expenditure estimates, budget preparation and maintenance, budget reductions, and other fiscal matters; creates, manages and maintains complex budget databases in order to generate complex division reports; monitors, researches, analyzes and makes recommendations on expenditures; provides information and support related to computer-related budgets, expenditures, and program costs to City divisions and departments; works with the City budget and research division to meet deadlines and provide budgetary input as required; provides budget information for Capital Improvement Projects (CIPs); reviews and approves Limited Purchase Orders (LPOs), Blanket Purchase Orders (BPOs), and Invoice for Payments (IFPs); reviews ISD policies and procedures relating to accounting/purchasing practices and recommends process improvements; develops financial controls for ISD systems and processes; reviews and requests encumbrances at year-end; supervises purchasing and budget staff; provides development, training, and education to staff; monitors performance; and participates in ISD projects as a team member or leader. Ensures all work is done in alignment with City and IT long-term strategies. This class is responsible for performing related duties as required.

Distinguishing Features: An IT Budget Coordinator is expected to display considerable initiative, independent judgment and leadership in performing budget, fiscal analysis, research, and supervisory work. This class is supervised by an IT Services Leader who reviews work through conferences, meetings, written reports, and by results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Public or Business Administration, or a related field. Extensive (5+ years) professional-level experience in budget preparation, accounting, financial cost analysis, auditing, or a closely related financial/fiscal activity. Considerable (3 - 5 years) experience utilizing, creating, and maintaining complex databases and spreadsheets, along with utilizing computerized financial systems. One year of supervisory experience.

Special Requirement(s). Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required (by assignment). For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures (PD assignment only).

Preferred/Desirable Qualification(s). None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, and management to explain and interpret accounting practices and policies, use of financial reports and forms, tracking expenditures, and work order preparation. Instructs and/or trains ISD staff regarding budget and accounting procedures. Prepares written documents such as, accounting procedures/policies, research reports, and recommendations with clearly organized thoughts and using proper sentence structure, punctuation, and grammar. Composes correspondence via departmental memos, e-mail, or formal letters to provide information or respond to inquiries, and/or to outline procedures for financial or budgetary reports.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, management objectives, City policies, generally accepted accounting practices (GAAP), and Financial Accounting Standards Board guidelines. Attends meetings and/or seminars. Operates a variety of standard office equipment (i.e., personal computer [PC], printers, calculators, copiers, etc.) to perform statistical analysis, prepare documents, reports, databases, and spreadsheets for budgeting, and review and check the accuracy of budget requests, invoices, purchase requests, etc. Enters data or information into a PC or other keyboard device (adding machine/calculator). Prepares and/or updates schedules, graphs, or similar charts in order to prepare reports and spreadsheets. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and/or directs the activities of the preparation of the ISD budget to achieve deadlines. Supervises and evaluates the work of subordinate personnel who perform division accounting and purchasing functions. Prioritizes own work including special projects, monthly reports, supervisory duties, meetings, etc. Coordinates financial or personnel-related work activities with appropriate City departments. Conducts research and analyzes data to produce financial and cost analysis. Performs mathematical calculations, statistical computations, and financial and/or cost analysis. Prepares or assists in preparing the forms and documents used in budget preparation, entering and verifying data, and assisting in the preparation of the overall budget. Comprehends and makes inferences from written material (i.e., budget book, financial reports, written instructions/procedures, etc.) to create spreadsheets, databases, and statistical reports, and to prepare reports, documents, budgets, etc., according to procedures. Learns job-related material regarding new computer software, accounting practices and procedures, and business management through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

Mesa's budgeting process and procedures;
generally accepted techniques for compiling, verifying, and analyzing accounting data;

procedures, methods, and forms associated with automated accounting systems;
the general principles and practices of bookkeeping and accounts maintenance;
fundamentals of generally accepted accounting principles and practices;
economic analysis principles applicable to the budget process;
PC software for spreadsheet and database applications;
statistical analysis principles and methods applicable to the budgeting process;
principles and practices of public administration and government organization;
research methods and techniques as applied to financial analysis and planning;
cost accounting procedures and practices and their relationships to program budgeting; and
principles, practices, and methods of supervision.

Ability to:

interpret operating procedures/guidelines to resolve unusual work problems and explain them to others;
research and provide assistance to management concerning management reports, disbursement of funds,
and the resolution of budget concerns;
perform reviews of files and procedures for compliance to generally accepted auditing practices and
principles;
design and implement research studies;
review ISD financial activities for purposes of promoting more efficient operations;
maintain journals, registers, and control reports relating to the expenditure system;
supervise and direct the work of subordinate staff; and
establish and maintain effective working relationships with City officials, coworkers, operating agency
staff, management, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

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EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-INT

INCREMENTS 42-200

PAY GRADE: 54

SECURITY-Yes (PD Assignment)

CDL-No

IND-8810

SWORN-No