

BUDGET COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Budget Coordinator is a professional level leadership position in the Office of Management and Budget (OMB). This classification may supervise Management Associates, Budget Analysts, and Senior Budget Analysts and is responsible for providing strategic direction and coordinating work in an OMB area of specialization. This class collaborates regularly with, and provides training to, financial and operational staff in City departments. A Budget Coordinator works with OMB staff to assist departments, to perform financial analysis, and to provide or present research, analysis, and recommendations to senior management and elected officials. The position coordinates with the City's Information Technology Department to develop and manage the budget and forecast systems, and assists with the management of the financial system. This class is responsible for performing related duties as required.

Operations Area Assignment: This assignment is responsible for coordinating and managing the City's budget preparation process, as well as monitoring and managing the budget during the year. Additional responsibilities include: coordinating, compiling, and producing the annual Executive Budget Plan document; developing and coordinating training for City staff in the use of the various facets of the budget system and in the financial system and associated management tools; and providing analysis of contingency requests, position costs, and other operational issues.

Projects Area Assignment: This assignment is responsible for coordinating and managing the City's Capital Improvement Program (CIP) and Lifecycle Program. Additional responsibilities include: coordinating, compiling, and producing the annual CIP document; developing and coordinating training for City staff in the use of the various facets of the budget system and in the financial system and associated management tools; budgetary and financial management of City projects, bond authorization management, project operations and maintenance cost management; and multi-year capital planning.

Forecast Assignment: This assignment is responsible for coordinating and managing the City's short-term and long-term financial forecast. Additional responsibilities include: preparing and coordinating forecast presentations to the City Council; developing and coordinating training for City staff in the analysis of financial data and its use in the management process; analysis of economic trends affecting City revenues and expenditures, estimated revenues, expenditures, and balances; and projections of the financial impact of new programs or policies.

Distinguishing Features: This class is distinguished from the Senior Budget Analyst class by the increased responsibility for the oversight and management of the applicable area and more advanced technical duties required. Budget Coordinators work closely with City departments to ensure adherence to budget-related deadlines and requirements. This class supervises Senior Budget Analysts. This class is supervised by the Office of Management and Budget Deputy Director class through reports, meetings, and conferences regarding results achieved. This class is FLSA exempt professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree. Extensive (5+ years) full-time professional-level employment in accounting, budget preparation, auditing, or a closely related professional-level financial/fiscal position. Experience with governmental budget preparation and reporting.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree or Master's Degree in Accounting, Finance, Public Administration, Business Administration, or related field. Possession of a Certified Public Accountant (CPA) license or certificate and/or Certified Governmental Financial Manager (CGFM) designation is desirable. One year of supervisory training and/or experience preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, the City Manager's office and City Council regarding the budget, forecast, and special projects. Conducts training sessions for department liaisons and program managers regarding budget preparation. Develops written department procedures outlining the production of various financial reports. Prepares written documents using clearly-organized thoughts, proper sentence construction, punctuation, and grammar in order to inform decision-makers.

Manual/Physical: Reviews the work product of others to ensure compliance with operating procedures, City ordinances, State regulations, and management direction. Enters data or information into a personal computer to produce reports and worksheets, and to calculate and reconcile information. Scans the content of a computer screen to detect minor changes in detailed information. Reviews detailed spreadsheets electronically and in hard copy. Prepares budget-related computer reports, updates, schedules, and graphs in order to inform decision-makers.

Mental: Plans, organizes and/or directs the activities of the Operations, Projects, and Forecast areas. Prioritizes and assigns work to personnel. Resolves procedural, operational, and other work-related issues. Responds to urgent requests for information from the City Manager's Office or elected officials. Achieves successful outcomes in stressful situations. Coordinates work activity and program functions with other City departments. Develops departmental and divisional goals, policies, and procedures. Conducts research and/or analyzes data. Performs mathematical calculations, statistical computations, financial and/or cost analysis or related activities. Comprehends and makes inferences from budgetary and financial documents.

Knowledge and Abilities:

Knowledge of:

budgeting processes and procedures;
principles and practices of municipal accounting;
procedures and methods associated with accounting systems;
principles of financial, operational, and economic analysis;
personal computer software for spreadsheet and database applications; and
characteristics of a governmental chart of accounts.

Ability to:

apply accounting and budgeting principles and theory in performing work assignments;
maintain concentration on detailed information over an extended period of time when accuracy and speed are important; and
interact with City officials, co-workers, City department staff, and the general public to establish and maintain effective work relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific duties that are not included above are not excluded 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.

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EEO-Prof

JOB FCTN-FIN

INCREMENTS 43-200

PAY GRADE: 55

IND-8810

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