

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 Analysts, 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.

Forecast Specialization Assignment: This assignment is responsible for coordinating and managing the City's short-term, mid-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.

Operations Specialization 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 Specialization 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.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from the Senior Budget Analyst class by the increased responsibility for the oversight and management of the applicable specialization assignment 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 in Accounting, Finance, Data Analytics, Statistics, or closely related field and extensive (5+ years) full-time professional-level employment in accounting, auditing, budget preparation, finance, statistical analysis, or a closely related financial and/or fiscal activity OR any combination of training, education, and/or experience equivalent to graduation from an accredited college or university with a Bachelor's Degree and a minimum of seven years full-time professional level employment in accounting, auditing, budget preparation, finance, statistical analysis, or closely related financial and/or fiscal activity. Some (6 months – 1 year) 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 or Master's Degree in Accounting, Finance, Data Analytics, Business or Public Administration, or closely related field. Five plus years full-time, professional level employment in accounting, auditing, budget preparation, finance, statistical analysis, or closely related financial and/or fiscal activity within a local, county, or state government. Possession of a Certified Public Accountant (CPA) license or Certified Governmental Financial Manager (CGFM) designation. One year of supervisory training and/or experience.

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 Forecast, Operations, and Projects specialization assignments. 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, coworkers, 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.

Revised 5/24

GG/lv/js

CS5155.DOCX

EEO-Prof

JOB FCTN-FIN

INCREMENTS 55-200

PAY GRADE: 57

IND-8810

SWORN-No