

## **BUDGET ADMINISTRATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Budget Administrator is responsible for managing, directing, and supervising the Office of Management and Budget staff and activities in preparation of the annual operating budget and for performing high level research and budget analyses. An employee in this class provides input to policy development and is expected to interpret policy to other City employees. Other responsibilities include: developing and coordinating the annual operating budget process and calendar; ensuring calendar, policies, and practices adhere to City and state requirements; incorporating Government Finance Officers Association (GFOA) guidelines in document preparation; coordinating strategic planning and performance measurement information with Management, Performance, and Accountability (MPA) office; providing/coordinating departmental support in preparation for quarterly reviews between departments and senior management; and providing analysis and results for performance measures included in the City's scorecard.

Additionally, the Budget Administrator performs advanced budget/financial analysis; identifies trends and assists departments in analyzing data; assists in preparing the fiscal year-end forecast; compiles and analyzes both statistical and financial data as the basis for preparing schedules, tables, charts, and narrative summaries; develops and implements systems and processes to project trust fund balances; establishes rates for City contributions to self-insured industrial insurance and property and public liability funds; and establishes medical/dental premiums for City and employees for self-insured health care program in coordination with the Human Resources Benefits office. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from the Budget Coordinator classification by its responsibility for the overall process and increased level of technical skills needed to perform assigned duties. The Budget Administrator position completes special assignments that are broad in scope, requiring considerable use of independent judgment and initiative in making difficult technical decisions. This class is supervised by the Office of Management and Budget Director through reports, meetings, and conferences regarding results achieved. This class is FLSA exempt-executive.

### **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 Finance, Accounting, Business or Public Administration, or a closely related field. Extensive (5+ years) full-time, professional-level employment in accounting, auditing, budget preparation, or a closely related professional-level financial and/or fiscal position. Some (6 months - 1 year) supervisory/management experience in government budgeting.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in Public Administration or a closely related field. Possession of a Certified Public Accountant (CPA) Certificate and/or Certified Governmental Financial Manager (CGFM) is highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with other City departments and management on budget and special projects. Verbal communication and presentation one-on-one, in small groups and in large venues. Prepares written documents including the Executive Budget Plan and narrative summaries with clearly organized thoughts and using proper sentence construction, punctuation, grammar, and computer format in order to inform decision makers of current status.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures and City ordinances and management direction. Inspects, monitors, and/or evaluates budget guidelines, budget data, and management/council direction. Enters data and information into a personal computer in order to complete work. Prepares and/or updates schedules, graphs, and charts in order to inform decision makers.

**Mental:** Plans, organizes, and directs the activities of the budget preparation and provides guidelines to assigned departments. Prioritizes and assigns work to personnel and prioritizes the order of own work in order to complete within prescribed timelines. Resolves procedural, operational, and other work-related problems by meeting with peers involved in projects and identifying issues and determining direction. Coordinates work activities, program functions and other tasks regarding budget with other City departments. Develops departmental and unit policies and procedures, short- and long-term objectives, and establishes guidelines. Performs mathematical calculations, statistical computations, financial and cost analysis, and budget and forecasting. Assists in preparing department and other budgets. Prepares budget guidelines. Comprehends and makes inferences from written material to decision makers, preliminary budget documents, and monthly reports.

## **Knowledge and Abilities:**

Knowledge of:

the City of Mesa budgeting process and procedures;  
the general principles and practices of municipal accounting/budgeting;  
procedures, methods, and forms associated with automated accounting/budgeting systems;  
the general principles and practices of employee supervision;  
the general principles and practices of employee training;  
generally accepted management principles;  
information available in various sections of the City's financial system;  
economic analysis principles applicable to the budgeting process;  
state/federal laws covering municipal budgeting;  
statistical analysis principles and methods applicable to the budgeting process; and  
the City of Mesa's overall system of accounts, funds, bonds, and revenue sources.

Ability to:

apply generally accepted accounting principles and theory in performing work assignments;  
analyze and evaluate budget related fiscal data to identify trends and/or problem areas;  
understand and interpret accounting/budget records/reports;  
conduct budget and finance related studies and prepare reports detailing the results;  
interact with City officials, coworkers, operating agency staff, and the general public to establish and maintain effective working relationships;  
analyze program and accounting/budgeting details to identify and apply significant data in preparing budget projections, estimates, and reports;  
explain/present technical budget/financial information/problems in non-technical terms;  
present facts and recommendations in a clear, concise, logical manner, orally and in writing;  
plan, organize, and review the work of professional subordinates;  
control and analyze data through the use of mainframe/microcomputer software packages;  
assist in directing the compilation and preparation of the City of Mesa's Executive Budget plan;  
conduct budget related financial research studies to provide information to management regarding the forecasts; and  
monitor actual expenditures for each area and prepare summaries of actual versus budgeted expenditures.

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 1/21

TO/mm/st

CS5254.DOCX

EEO-O/A

JOB FCTN-FIN

INCREMENTS 43-200

PAY GRADE: 57

IND-9410

SWORN-No