

## BUDGET SERVICES MANAGER

GRADE 40

FLSA Status: Exempt

### **GENERAL DEFINITION OF WORK:**

Performs complex professional and analytical work assisting with planning, organizing and coordinating the financial and budgeting activities of the County; does related work as required. Work is performed under general supervision. Supervision is exercised over departmental personnel. Acts in the absence of, or at the discretion of, the Director of Office of Management and Budget (OMB).

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**In coordination with the Director and others, position is responsible for the performance of professional analysis and evaluation of program funding requests and resource allocations involving the preparation and monitoring of the County's operating and capital budgets, strategic plan goals and objectives, longer-range and near-term performance implementation plans, and grant management.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in the coordination of daily work activities of the office including organizes, prioritizes and assigns work; monitors status of work and inspects completed work; assists with complex situations; provides technical expertise.
- Oversees operations/activities involving general ledger, financial reporting related to monitoring of budget and grant compliance.
- Ensures the development of forms and instructions for the preparation of departmental requests and work programs to OMB including, but not limited to, budget submission, travel, and grant request.
- Advises departments in the preparation of operating and capital budget estimates and supporting data and develops and analyzes information relating to the capital improvement program.
- Prepares complex and/or technical budget or financial reports for internal/external distribution.
- Interprets and applies various County financial/administrative policies and procedures relative to the activities of the department;
- Provides financial/technical expertise to personnel and related agencies; responds to questions or complaints from County personnel; provides information, researches problems and initiates problem resolution.
- Attends meetings; serves on committees; makes speeches/presentations; serves as fiscal agent/liaison for various boards/agencies.
- Oversees internal coordination of department staff's preparation of budget documents for formal presentation.
- Manages the development of reports and recommendations on departmental and other agency budget needs, indicates tentative approval or disapproval based on established policies and practices, and forwards findings and recommendations as appropriate to OMB Director with suggested modifications and/or recommendations.
- Oversees preparation and analysis of ad hoc reports and financial reports; reviews financial reports prior to printing for general distribution; ensures submission of required reports and forms to appropriate federal/state agencies within required timeframes.
- Oversees coordination or preparation of materials for internal/external audits requirements for various grant programs of the County and related entities where the County serves as fiscal agent; questions from auditors and assists with resolution of audit-related issues.
- Works with the OMB Director on annual debt management plan for capital related budgets of the County.
- Reviews/authorizes budget action forms prior to posting to general ledger.
- Reviews in conjunction with the OMB Director, trends of departmental progress in achieving various performance measures, and the coordination of performance measurement input into the County's budgeting processes.
- Exercises control and oversees maintenance of a variety of budget development activities, funds and accounts in coordination with the Finance Office.
- Provides and presents budgetary information to the press, employees, Board members, and the community, at public budget hearings, and work sessions as required;
- Monitors the annual calendar for budget preparation for County department staff and internal department staff.
- Seeks new and innovative methods to constantly improve and upgrade budgeting operations.
- Ensure departments are providing appropriate level of internal oversight and project management of grant programs, making recommendation as necessary to OMB Director or County Administration.
- Reviews and coordinates in conjunction with the OMB Director, department inputs for Board of Supervisor's Strategic Plan preparation and monitoring activities.
- Acts in an advisory or consulting capacity for other departments and staff in matters relating to budgetary procedures and programs.
- Working with others, identifies opportunities for improvement and ensures coordination with other County programs and systems.
- Keeps abreast of all developments in organizational budgetary management and make recommendations to the OMB Director.
- Performs related tasks as required and/or assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of proper budget preparation; comprehensive knowledge of the principles and practices of financial procedures in municipal government as required by general law; comprehensive knowledge of the state laws and local ordinances applicable to budget preparation; comprehensive knowledge of the methods and techniques involved in municipal budget management; thorough knowledge of the organization, procedures and functions of County agencies; thorough knowledge of modern administrative and fiscal operations; ability to conduct and analyze financial studies and to develop budget estimates; ability to analyze and evaluate financial information, proposed work programs, and budget estimates; ability to prepare reports and to present and interpret financial and statistical data in clear and concise form; ability to exercise initiative and judgment in analyzing organizational and procedural problems of a complex nature, and in making recommendations thereon;

ability to plan, supervise and evaluate the work of others; ability to work with other agencies; ability to communicate effectively both orally and in writing; ability to use computer technology effectively; ability to design and develop research analysis and prepare technical reports; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with officials, associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to a Master's Degree in finance, public administration, business administration, or a related field; and 3-5 years progressively responsible experience in budget preparation to include automated budgeting systems and administration in a municipal governmental setting; and 2-3 years supervisory experience on a professional level.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.