

CITY OF FONTANA BUDGET MANAGER

DEFINITION: To manage, direct and coordinate the activities of the operating and capital budget operations; to coordinate budget activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Management Services. This position exercises direct supervision over assigned professional, technical and clerical staff.

DISTINGUISHING CHARACTERISTICS: The Budget Manager has the day to day responsibility for managing, directing and organizing the functions and activities of the Budget Division of the Management Services Department. Areas of responsibility include but are not limited to managing Operating Budget, Capital Budget and Payroll Accounting. This position also participates in the development and implementation of various financial policies and procedures.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Assist in the development and implementation of goals, objectives, policies and priorities related to activities of the division.
- Manage, direct and organize the functions and activities of the City's operating budget, capital budget and payroll accounting.
- Review, analyze and reconcile reports prepared by accountants and analysts; review and recommend staff reports relating to budget; prepare the City's annual budget documents utilizing the Government Finance Officers Association awards standards.
- Direct, oversee and participate in the development of the Budget Division's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Develop the Budget Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, supplies and other projects and services.
- Coordinate the automated accounting systems within the Management Services Department, recommend system enhancement and assist other departments with automated systems interface.
- Develop and maintain financial forecast models; develop, monitor and revise revenue and expenditure forecasts; review and analyze economic forecasts; monitor and prepare reports on economic trends that affect the City.
- Analyze and make specific recommendations on budget requests.
- Direct and review the preparation, distribution and recording of payroll.
- Understand, interpret and apply the fundamental principles of payroll accounting.
- Analyze fiscal problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals.
- Interpret and apply applicable Federal, State and local policies, procedures, laws and regulations.
- Supervise, train and evaluate personnel.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

- Maintain prompt and regular attendance.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, bending and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far visions in reading written reports and other work-related documents. Acute hearing is required when providing telephone assistance.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems.
- Methods and techniques of effective technical accounting report preparation and presentation.
- Recent development, current literature and sources of information related to municipal accounting and administration.
- Principles and practices of supervision, training and personnel management.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office procedures, methods and computer applications.

Experience: A minimum of five (5) years of increasingly responsible experience in professional governmental accounting which included three years local California agency experience and some supervisory responsibility.

Education: A Bachelor's Degree from an accredited college or university with major coursework in accounting or a closely related field. MBA/MPA or CPA is preferred.

Licenses/Certifications: Possession of, and continuously through employment, a valid, California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.