

## **BUDGET MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in the field of budget preparation involving responsibility for the analysis and compilation of the entire operating budget. The position's responsibilities will include review of budget estimates, requests and justifications, monitoring of expenditures and receipts, and the effecting of an efficient and economical budgeting operation. Supervision is exercised over lower level accounting staff. General direction is received from a director of agency head.

### **EXAMPLES OF WORK:** (Illustrative only)

- Prepares annual budget;
- Works with the management to maintain expenditures and finalize budget;
- Assembles budget data and prepares analysis for review by management, including cost trends and salary projections;
- Makes recommendations for effective and efficient utilization of available resources;
- Attends meetings to provide data and justifications for the proposed data;
- Oversees the publication and distribution of the approved budget;
- Monitors spending throughout the year, analyzing trends and insuring the agency remains within their budget allocations;
- Monitors revenues of to determine any variance from budget estimates;
- Maintains reports and records on revenue, claims, accounts receivables and payables, general operation, encumbrance account and other related records;
- Posts to journals/ledgers;
- Prepares documents for annual audits;
- Plans, schedules and directs the work of lower level accounting staff;
- Advises management when overspending or revenue decreases may occur;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of budgetary practices and preparation;
- Comprehensive knowledge of agency organization, function and operation;
- Thorough knowledge of cost estimating and revenue projection;
- Thorough knowledge of statistics and financial analysis;
- Working knowledge of mathematics;
- Ability to establish and maintain amicable relationships with persons from a variety of fields and divergent backgrounds;
- Ability to gather, analyze and summarize fiscal data and information;
- Ability to develop new operating procedures, organizational structures and fiscal policies;
- Ability to present data, reports and recommendations clearly and concisely in written and oral form;
- Ability to apply guidelines, procedures and policies governing the budget preparation process;

- Ability to plan, assign, train and supervise others;
- Resourcefulness;
- Tact;
- Patience;
- Initiative;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in Accounting, Finance, Public Administration or closely related field and three (3) years full-time paid experience in finance, accounting, or budget development; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Associates Degree in Accounting, Finance, Public Administration or closely related field and five (5) years full-time paid experience in finance, accounting, or budget development.