

CHIEF BUDGET MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position reports to the agency director and is responsible for budget preparation involving responsibility for the financial analysis and compilation of the entire operating budget. The position's responsibilities will include budget projections, presentations, estimates, requests and justifications, monitoring of expenditures and receipts, and the effecting of an efficient and economical budgeting operation.

EXAMPLES OF WORK: (Illustrative only)

- Prepares annual budget and budget projections;
- Prepares budget presentations for monthly board meetings;
- 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, insuring the agency remains within their budget allocations and makes recommendations for effective utilization of available resources;
- 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;
- Approves purchase request and orders;
- Posts to journals/ledgers;
- Prepares documents for annual audits;
- Establishes reports on revenue, claims, accounts payable and receivable, general operation, and other related accounts;
- 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, 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 Master's Degree and one (1) year full-time paid experience in economics, finance, public budgeting, public administration or a related field; 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 Bachelor's Degree and two (2) years full-time paid experience in economics, finance, public budgeting, public administration or a related field; OR
- C. An equivalent combination of training and experience as defined by the limits of (a) through (b) above.

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