



City of Denton
Job Description

Title: Budget Manager
Position ID: GS4414-162200
Department/Division: Finance
Reports to: Assistant Finance Director
FLSA Designation: Exempt
Safety Sensitive: No
DOT: No

Definition: Responsible for preparing and monitoring the City's annual operating and capital budgets. In this capacity, the position is expected to be a key staff member that will assist with the development of strategic financial plans for the City.

Essential Functions:

- Oversees the city-wide budget process for the City of Denton and manages the day to day operations of the Budget Department
- Responsible for developing and monitoring the 5-year forecast and to provide current estimates and assess budgetary impact
- Develops and recommends options to balance the budgets and fund shortfalls for the major operating funds
- Responsible for the development and monitoring of a City-wide performance measurement program and supporting the strategic plan
- Responsible for maintaining position control and reviewing for accuracy against budget positions
- Responsible for ensuring the City-wide cost allocation model is completed. Engineering multiplier and allocation of Engineering Department budgets
- Oversees the City's budget software which includes all budgeted funds
- Continuously monitors the financial software system to ensure that financial information provided by system is accurate and agrees with approved budget
- Responsible for updating the financial system to set up and add new funds, new revenue and expenditure accounts
- Responsible for the preparation and coordination of the budget, various operating reports, and providing support in the development of short-range financial plans
- Prepares financial reports, graphs charts and other illustrative materials as required by gathering and analyzing a variety of data related to budget and financial analysis. This information is frequently communicated to the City Council, Management, and various internal committees
- Reviews the annual cost recovery plan for various departments

- Oversees the publication of the Proposed and Adopted Annual Program of Services, Quarterly Financial Reports, and departmental training documents
- Works with other departments in providing training on the financial software, answering questions concerning budget, expenditures, and encumbrances
- Reviews submitted annual budgets from departments to ensure completeness and accuracy
- Works with Accounting Division staff to prepare monthly financials and portions of the annual Comprehensive Financial Annual Report
- Responsible for tracking the financial status of capital projects, preparing financial reports and presentations
- Maintain regular and punctual on-site attendance

Additional Duties:

- Performs other duties as assigned

Minimum Qualifications / Acceptable Equivalency:

- Bachelor's Degree in Business, Finance, Accounting, Public Administration, or an applicable field with eight years of progressively responsible experience in financial analysis and budgeting and/or revenue analysis

OR

- Master's Degree in Business, Finance, Accounting, Public Administration, or an applicable field with six years of progressively responsible experience in financial analysis and budgeting and/or revenue analysis

OR

- Any combination of education, experience, and/or certifications that will provide the necessary knowledge and skills to be an effective Budget Manager

Core Competencies:

- Demonstrates understanding and uses knowledge and skills that are acquired through formal training or extensive on-the-job experience to perform duties and responsibilities.
- Ability to communicate effectively both verbally and in writing.
- Ability to form and maintain effective relationships with coworkers and customers.
- Ability to analyze problems, make objective decisions and execute them effectively.
- Ability to make realistic and accurate budget projections and development.
- Monitors budget, provides accurate and timely budget status reports, and effectively accounts for all expenses.
- Demonstrates accountability in completing tasks, projects, or other work assignments on time and according to established performance expectations.

Preferences:

- Bilingual in Spanish and English
- Master's degree in Business, Finance, Accounting, Public Administration, or an applicable field.

- Certified Government Finance Officer, Certified Public Accountant, or any other applicable certification.
- Proficiency in Microsoft Word, Excel, and PowerPoint.

Conditions of Employment:

- Must pass a drug test, criminal history background check, and social security number verification check

Physical Requirements:

Overall Strength Demands: The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- **Sedentary – lifting no more than 10 pounds**
- Light – lifting no more than 20 pounds; carry up to 10 pounds
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: A
2. Sitting: E
3. Walking: I
4. Lifting: A
5. Carrying: A
6. Pushing/Pulling: A
7. Overhead Work: A
8. Fine Dexterity: M
9. Kneeling: A
10. Crouching: A
11. Crawling: A
12. Bending: I
13. Twisting: M
14. Climbing: A
15. Balancing: N
16. Vision: E
17. Hearing: E

- 18. Talking: E
- 19. Video Display: E
- 20. Other:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the use of a computer, telephone, and ten-key.

Environmental Factors:

The essential functions of this position are performed in an office environment.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Effective Date: 10/15/2009

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