



<b>Classification Title</b>	Budget Manager	<b>Code</b>	162200
<b>Department</b>	Finance	<b>FLSA</b>	Exempt
<b>Pay Range</b>	Executive 10	<b>Represented</b>	No

**GENERAL SUMMARY**

With direction from the Finance Director, the Budget Manager leads a professional team responsible for management, development and implementation of the County’s budget. This position plans, develops, prepares, coordinates, and executes all activities pertaining to the county’s biennial budget, supplemental budget, and legally required mid-biennium updates. The position conducts financial analysis and reporting, business planning, position control management, and countywide oversight of state and federal grants and revenue contracts.

**SERIES CONCEPT**

None

**ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES**

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- Supervise and coordinate preparation and publication of the Executive's biennial and supplemental budget proposals and related documents. Provide financial leadership and decision support to executive management on a wide range of financial management issues and procedures. Analyze, review, and edit departmental budget requests in accordance with County’s financial guidelines and instructions.
- Participate in all Department, Executive, and Council hearings and in the presentation of the budget to the County Council.
- Monitor, control, and maintain the adopted County budget; create multi-year financial projections; analyze revenue and expenditure patterns and trends; identify major variances and make recommendations as appropriate. Oversee position control activities. Coordinate performance management activities with the County’s financial management processes.
- Review, recommend, and implement new systems, procedures, budget materials.
- Supervise Schedule 16 preparation, including reconciliation of all grants.
- Supervise Accounts Receivables preparation for selected County-wide grants and contracts.
- Prepare annual goals and objectives for the budget division and provide quarterly reports on progress.
- Design, develop, and deploy cost allocation models. Provide technical assistance in the development of Cost Allocation Plans and the costing of services.
- Prepare budget ordinances and other ordinances necessary to implement the budget.
- Effectively manage, coach, and counsel assigned managers and staff.
- Provide consistent interpretation and application of laws, rules, policies, and procedures.



- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Participate in and support development, measurement, and execution of the mission, goals, and objectives of the County, department, division and individual work groups.

### **Other Job Functions**

- Perform other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Bachelor's degree in Finance, Budgeting, and/or Accounting, Public/Business Administration or a related field and five (5) years of experience in governmental budgeting with at least one (1) year in a supervisory capacity OR any equivalent combination of experience and education that clearly indicates the ability to perform the essential functions of the position.

#### **Licenses or Certifications**

None.

### **OTHER JOB REQUIREMENTS**

Must meet travel requirements to attend meetings at various locations. Must authorize and complete a background check prior to employment. Work a flexible schedule, to include evenings, weekends, holidays.

### **PREFERRED QUALIFICATIONS**

None.

### **SUPERVISION**

Work is performed with considerable latitude for independent judgment. Work requires managing and monitoring work performance by directing multiple groups of employees across more than one business function including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness and realigning work and staffing assignments as needed.

### **COMPETENCIES**

#### **Knowledge of:**

- Relevant policies, regulations, methods and procedures related to budgeting, governmental accounting principles, theories and concepts.



- Washington State Budgeting, Accounting and Reporting System (BARS) and federal, state and local laws.
- Data processing and analysis techniques used for financial budget administration and reporting.
- Supervisory principles, practices and office administration.
- Principles and practices of public administration, organization, human resource management and modern supervisory practices.

**Skill in:**

- Application of independent judgment and effective decision-making to a wide variety of laws, policies and procedures and in effective problem-solving.
- Working with a wide variety of people from diverse backgrounds representing a broad range of interests and issues.

**Ability to effectively:**

- Analyze complex operations, fiscal and statistical data.
- Supervise and train others in governmental budgeting.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Plan, direct, coordinate and evaluate the work of staff.
- Communicate, both orally and in writing with other employees, departments, outside agencies and the general public, including those of various social, cultural, ethnic, educational and economic backgrounds.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Effectively and timely coordinate and complete multiple duties and assignments concurrently.

**WORKING ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in an office environment and at various field offices. This position is generally sedentary. Employees sit and work at a desk or other workstation for prolonged periods but may walk or stand for brief periods of time; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Seldom or Never
Extreme cold ( <i>below 32 degrees</i> )	Seldom or Never
Extreme heat ( <i>above 100 degrees</i> )	Seldom or Never
Communicable diseases	Seldom or Never



Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	Seldom or Never

## PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Finger dexterity is required in order to use and operate a personal computer and related office equipment. The use of eyesight to read and interpret policies, procedures, regulations, contract agreements, and related management correspondence. Talking, seeing, hearing and the use of verbal and written communication is performed on a frequent basis.