



City of Irving Job Description

Budget Coordinator

FLSA Status:	EXEMPT	Job Department:	Financial Services (Budget Division)
Job Code:	17191	Reports To (Job Title):	Budget Manager

PURPOSE

To assist in the development preparation, implementation and monitoring of the annual operating and capital budgets. Responsible for system and database management of the budget module software and assuring information mirrors the data in the financial and human resources modules. Serves as a budget liaison to assigned departments. Develops and implements consultant grade reports, analyses and presentations at the direction of the City Manager and Budget Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Serve as liaison with assigned departments in coordinating the preparation and development of the Annual Operating and Capital Budget. Assist departments with day to day budget issues.
- Prepare the annual Operating Budget Documents (Draft, Proposed, Adopted).
- Assist in developing and monitoring strategic plan goals, strategies and performance measures.
- Integrate the strategic plan into the budget process.
- Develop comparative statistics and graphic depiction of trends, financial and statistical analysis, benchmarking surveys, and performance measurement for assigned departments.
- Maintenance of budget module software system to ensure proper reporting, accurate upload of budget amounts, and accuracy between budget data and financial and personnel data.
- Review, approved and post budget transfers in Munis submitted by all city departments.
- Monitor current year budgets and conduct trend analysis.
- Complete major and minor analyses and case studies suggested by the City Manager's Office and the Budget Manager.
- Research, resolve and approve NSF transactions city-wide.
- Review other departments' agenda items and administrative awards for budgetary control.

OTHER DUTIES AND RESPONSIBILITIES

- Assist the Accounting division with audit preparation, including the development and review of certain audit footnotes and supplemental tables and schedules.
- Authority to sign checks in the absence of the Budget Manager.
- Prepare utilities year-end usage detail report and post on city's website . Compile and report other ad-hoc electricity and gas queries.
- Participate on various innovation projects and analysis of areas that pertain to budgetary or financial controls and operations.

- Design, plan, conduct citywide training program for computerized financial systems including budget, project ledger and general ledger systems; advise departments on proper accounting for revenues and expenditures.
- Serve as staff support for city's boards and commissions.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-3 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible for developing forecasts and analyzing data to evaluate the city's revenue and expenditure trends as part of the Long Term Financial Plan. Errors and inaccuracies in these analyses can have major financial impacts on municipal budgets with major repercussions if data or recommendations prove faulty.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Master's degree in Public Administration, Business Administration, or a related field.

EXPERIENCE

- Three (3) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Communications: Techniques and methods of communication, including alternative ways to inform and entertain via written, oral, and visual media.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions; also, Algebra.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data. This includes how to use spreadsheet and database management tools to construct and update sophisticated financial and statistical models.
- Budget Management: Developing plans and budgets; comparing them against actual activity.

- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Tyler Munis (ERP, preferred): Strong understanding of how to operate this Enterprise Resource Planning software.

SKILLS AND ABILITIES IN

- Presentation: Presenting information and direction about budgetary and financial issues and related topics to a wide variety of audiences with a varied understanding and comprehension of financial and municipal government concepts.
- Written Expression: Communicating ideas and information in writing so that others can understand. This includes routine reports and correspondence, detailed analytical reports, and articles for public information.
- Accuracy: Paying Attention to detail in dealing with numbers, words, documents, and ideas.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Data Analysis: Constructing and maintaining data-driven models to use to illustrate scenarios and project changes in financial conditions based on multiple variables.
- Customer Service Orientation: Actively looking for ways to help people and improve processes.
- Multi-tasking: Working with multiple software packages, tasks and projects simultaneously.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Infrequent contact with peers in other governmental organizations, city contractors and consultants, city council and general public.

EQUIPMENT AND PROPERTY

Responsible for office equipment and furnishings in an amount less than \$10,000.

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.*

Occasionally, the employee is required to do heavy lifting.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Standard office environment. Infrequent travel to other office, presentation or project sites.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.