

Adopted: September 2001, Revised: _____

Class Title: **Manager of Budget & Accounting**

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Ensures fiscal integrity of the water and waste water utility fund through internal control reviews and audit exercises. Coordinates the preparation and review of cost allocation models, financial statements and audit work papers. Responsible for staff development and setting performance standards.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs staff development by preparing and presenting employee performance reviews to staff, performing coaching and counseling, holding employee meetings to inform staff of upcoming work assignments.
2	S	Performs financial planning and review by preparing cash flow projections for capital projects and forecasting bonding capacity and cash needs, determining impacts of operating and capital budget decisions on bond covenant ratios, rates and wholesale cost reimbursement, and monitoring cash flows in comparison with arbitrage limitations.
3	S	Develops, monitors and implements accounts payable and receivable systems by reviewing accounts receivable reports for reasonableness, attending meetings to discuss impacts on systems and developing business policy statements, looking at ways to streamline processes and implement changes.
4	S	Reviews cost allocation and rate settings by reviewing cost allocation model worksheets for consistency of allocation methodology and appropriateness of cost tracking, ensuring that all elements of data collection are functioning.
5	S	Performs year end close and audit by ensuring that work paper assignments are prepared in a timely manner, reviewing financial statements and fund work papers for consistency and valid application of accounting principles.
6	S	Reviews budget preparation by ensuring that budget instructions are communicated to all preparers, reviewing budget submissions and comparing with targets and revenue requirements, attending internal and external budget hearings, and functions as a point of contact for budget office and city manager requests.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Three years experience in Accounting.
Certifications and Other Requirements	Valid Driver’s License, Certified Public Accountant
Reading	Work requires the ability to read technical manuals, legal documents, and contracts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, and presentations.
Managerial	Managerial responsibilities include delegating work, setting standards and evaluating staff’s performance, and allocating resources.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, presentations, inspections, observations, supervision
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	To/from site reviews, to/from meetings, inter-office
Lifting	R	Office supplies, files, boxes
Carrying	N	
Pushing/Pulling	R	File cabinets
Reaching	R	Office supplies, files, boxes
Handling	R	Office supplies, files, boxes
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, site reviews, inspections, supervision, driving
Hearing	C	Telephone, staff, supervisor, directors, vendors, meetings, presentations
Talking	F	Telephone, staff, supervisor, directors, vendors, meetings, presentations
Foot Controls	R	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Microsoft Windows and Office software, Accountants trail balance, mainframe applications, Advantage Financial System software (AFIN)

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	N
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 3 below)	N

- (3)