

CLASS SPECIFICATION

Budget Manager
Code Number: _____

GENERAL PURPOSE

Under policy direction, plans, manages, coordinates and participates in development and presentation of the Commission's annual budget; supervises and participates in monitoring and reporting on budget-to-actual analyses of agency expenditures and in the formulation of budget revisions; makes complex and difficult financial and budgeting analyses; plans and carries out the Commission's cash management and investment functions; provides expert professional assistance to Commission managers on financial, budgeting and related matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for coordinating, developing and presenting the Commission's annual budget for management and board approval and in monitoring and reporting periodically on budget status and variances. The incumbent advises managers and is accountable for ensuring the optimal utilization of varied funding types from multiple funding sources, in compliance with all applicable regulatory and contractual requirements. The incumbent is responsible for carrying out the Commission's cash management and investment functions in accordance with established policy and legal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Plans, organizes, controls, integrates and evaluates the work of the Financial Management section; with staff, develops, implements and monitors long-term plans, goals and objectives focused on achieving the section's mission and assigned priorities; supervises and participates in development of and monitors performance against the annual section budget(s); manages, directs and participates in the development, implementation and evaluation of plans, policies, processes, systems and procedures to achieve annual goals, objectives and work standards; with staff, establishes activity measures and measurements of accountability for the section; prepares board reports and makes presentations before the Housing Commission and Housing Authority.

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; within Commission policy, provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to

address performance deficiencies, in accordance with Commission personnel policies and Memoranda of Understanding.

Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the section's and the Commission's mission, objectives and Core Values.

Plans, manages, coordinates and participates in the annual Commission budget development process; supervises and participates in development of preliminary and final budget documents, supporting exhibits and detail, coordinating review of key policy issues and decisions with the Executive Officer, Housing Commission, division and section heads to ensure timely completion; with section managers, forecasts revenues for multiple local, state and federal funding sources; calculates administrative costs available from multiple funding sources to fund Commission operating expenses; allocates operating funds to section activity budgets to make optimal use of federal, state and local funding; integrates and reconciles the Commission's Activity-based Budget with multiple funding source budgets; presents or participates in presenting the proposed budget to the Commission, the Housing Authority and its committees.

Evaluates quarterly budget-to-actual variance reports and supervises preparation of budget variance explanations for incorporation with financial reports to the Commission; researches and works with section heads and other staff to resolve problems and discrepancies.

Directs, coordinates and participates in the mid-year budget analysis and revision process; reconciles actual year-end carry over revenues for multiple funding sources to budget; participates in formulating budget revisions for presentation to the Housing Commission and Housing Authority.

Advises section managers on expense and revenue allocations to ensure compliance with funding source fiscal and program requirements; serves as an intermediary in working with funding source officials to resolve financial management and compliance issues involving multiple projects and complex cost allocation formulae; prepares and submits budget and contract amendments and requisitions for funds to funding sources.

OTHER DUTIES

Performs cash management analyses and executes routine investment transactions in accordance with adopted investment policies and regulatory requirements; monitors financial markets; reviews the application of investment strategies with Commission executives and the Fiscal Services section; maintains an investments register; prepares periodic investment and treasury reports.

Formulates and directs implementation of the Commission's Indirect Cost Allocation Plan.

Researches and responds to inquiries, complaints and requests for information; performs high-level, specialized and complex special projects and studies as assigned; prepares reports and correspondence associated with such projects and studies; makes presentations to the Commission, City of San Diego officials and the Housing Authority.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of general, enterprise, and governmental accounting including financial statement preparation and methods of financial control and reporting; principles and practices of cost accounting; principles and practices of financial forecasting and modeling; internal control and audit principles and practices; laws and regulations relating to the financial administration of public agencies; Accounting Standards and requirements applicable to Commission operations; principles, practices, methods and techniques of public agency budgeting; principles, practices, laws and regulations governing the investment and management of public funds; Commission functions and associated financial management, budgeting and reporting issues; principles and practices of business data processing particularly related to the processing of accounting and financial information; the Commission's automated general ledger system; principles and practices of sound business communication; principles and practices of effective management and supervision; Commission administrative regulations, personnel policies and Memoranda of Understanding.

Ability to:

Operate a computer and spreadsheet software; analyze and make sound recommendations on complex financial data and operations; plan and evaluate financial programs and make sound recommendations for improvement; understand, interpret, explain and apply Commission, local, state, and federal laws and regulations governing financial accounting, reporting, recordkeeping and budgeting of revenues from multiple funding sources; perform complicated mathematical calculations and analyses; prepare clear, concise and comprehensive budget documents and other supporting written materials; communicate effectively, orally and in writing; exercise sound independent judgment within general policy guidelines; establish and maintaining effective working relationships with all levels of Commission members, managers, officials of the City of San Diego and other governmental organizations, investment brokers, employees and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in accounting, finance, business administration or a closely related field; and eight years of progressively responsible professional accounting or budgeting experience, preferably in a governmental agency, at least four years of involved development and administration of complex agency budgets; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate a computer and standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand and to regularly lift up to 10 pounds..

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret complex financial and accounting data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple concurrent tasks with frequent interruptions; and interact with Commission members, managers, officials of the City of San Diego and other governmental organizations, investment brokers, employees and others encountered in the course of work.

WORK ENVIRONMENT

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

The employee works under typical office conditions, and the noise level is usually quiet.