

EAST BAY REGIONAL PARK DISTRICT

BUDGET MANAGER

GENERAL FUNCTION

Under general direction, this position is responsible for the preparation of the District's Budget and Capital Improvement Plan, including regular review and as appropriate, modifications following budget adoption. Manages the financial planning process to include the development, design, preparation and monitoring of the annual budget and Capital Improvement Plan. Assists with the preparation of financial forecasts and long-term plans.

Makes presentations of such to management, Board of Directors and the public. Provides supervision of the activities of the Project Accounting and financial monitoring of all aspects of Capital Projects. Performs difficult and complex administrative, budgetary, financial, systems and operational analyses.

ESSENTIAL FUNCTIONS

The essential functions of this position may include, but are not limited to, the following: plans, organizes, compiles and develops revenue and expenditure estimates used for departmental and capital annual or multi-year budgets; monitors and controls expenditures and revenues to maintain sound financial status; prepares, edits or coordinates budget and annual reports. Makes recommendations to improve efficiency, cost-effectiveness and quality of budgetary operations; makes estimates of and analyzes actual departmental expenditures in developing cost of data for budgeting. Discusses budgets, study or project findings and recommendations with managers, supervisors and other personnel, and other agencies and the public. Participates in the development and management of enterprise funds, business plans and assessment districts to support agency operations, partnerships with other agencies and/or private businesses and other business models. Designs, develops and prepares various financial planning and analysis reports which may include business modeling, business projections, trend analyses, variance analyses, operational analyses and analysis of debt service or public borrowing. May supervise professional and non-professional staff and other functions within the Finance Department as necessary.

OTHER FUNCTIONS AND DUTIES

Any related tasks as necessary or assigned by the Chief Financial Officer/Controller.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in accounting, finance or a closely related field; and

Experience: Three years experience in financial analysis or accounting, preferably in a governmental agency. Supervisory experience is desirable.

Substitution: A Master's degree in Business Administration or a related field may be accepted as an equivalent to a maximum of one of the required three years of experience.

OR ANY EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, practices and methods of financial management, economic analysis, budget preparation and control. Working knowledge of computer application, information systems and economic forecasting. Ability to analyze complex budgetary, financial and administrative problems. Ability to communicate effectively both orally and in writing. Ability to prepare clear, concise, accurate and complete reports including statistics.

Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Chief Financial Officer / Controller