



Assistant Budget and Financial Services Director

Exempt: Yes

Salary Range: \$60,000 – \$90,000 DOQ.

Bargaining Agreement: No

Shift: Full Time Days

Reports To: Director of Budget and Financial Services

JOB SUMMARY:

The Assistant Budget and Financial Services Director will play a key role in supporting the Director of Budget and Financial Services in managing the budget and financial activities of the City. This individual will be responsible for compiling the City budget and assisting with financial operations, preparing monthly financial reports, analyzing budget to actual financial data and assisting departments with their budget needs and some financial support to ensure budget and financial information is compliant with regulations and policies.

ESSENTIAL JOB FUNCTIONS:

- Compile annual City Budget in coordination with department directors and Director of Budget and Financial Services.
- Ensure budgets align with City goals.
- Compile the annual Budget Book per GFOA guidelines.
- Analyze financial budgets monthly to ensure they are in line with financial targets and identify potential financial and budgetary risks.
- Compile budget amendments as needed per departments and staff evaluation of budget to actual reports,
- Assist in preparing and analyzing monthly financial statements, reports, and budgets to provide accurate and timely financial information to senior management and Council.
- Assist with monthly journal entries as needed.
- Compile monthly billings to granting agencies and vendors.
- Assist with compiling City agenda items including verification of budgeted funds, preparation of resolution and budget amendment.
- Oversight of Senior Accountant with Fixed Asset reporting and year-end reporting.
- Assist as needed with external auditors during annual audits to achieve the GFOA award.
- Assist in developing and implementing financial policies, procedures, and best practices to ensure the efficient and effective operation of the finance department.
- Assist finance department staff, providing guidance and support in their daily activities.
- Assist in the preparation of financial forecasts, cash flow projections, and financial models to support strategic decision-making.
- Ensure compliance with local, state, and federal regulations, as well as internal policies and procedures.

- Stay up to date with industry trends, best practices, and regulatory changes related to finance and accounting.

SUPERVISORY RESPONSIBILITIES:

Oversee Finance Department in Director's absence.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Finance, Accounting, or a related field; Master's degree or professional certification (CPA, CMA) is preferred. Five (5) years of experience in financial accounting and budget, with a proven track record of success in a similar role, 2 years of supervisory experience.. Additional education or certification can supplement years of service on a year-to-year basis up to two years. Experience with BS&A and ClearGov software preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong understanding of financial principles, practices, and regulations.
- Proficiency in financial analysis, budgeting, and forecasting.
- Excellent leadership and team player skills.
- Exceptional attention to detail and accuracy in financial reporting.
- Excellent communication and interpersonal skills, with the ability to present complex financial information to non-financial stakeholders.
- Proficiency in financial software and Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work effectively in a fast-paced and dynamic environment, managing multiple priorities and deadlines.
- Skill in making public presentations is desired.

REASONING SKILLS:

The ability to define and solve practical problems, collect data, establish facts and draw valid conclusions is important. Must have problem solving skills.