CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Budget and Treasury Manager** **E-PLAN SG:E2-13**

DEPARTMENT: **Finance** **CS:N FLSA:N EEO4/SOC:OA/11-3031**

JOB SUMMARY:

Manages the City's budgeting, revenue collection, investment program, financial forecasting and reporting functions. Responsible for the City's budget including the coordination and preparation of the current and long-range City operating and capital budgets, financial forecasting, policy development and preparation of the budget document. Conducts complex financial and budgetary analyses that facilitate decision-making by management and elected officials on City-wide fiscal issues. Works under authority of the Finance Director in cooperation with departments to facilitate compliance with accounting, budgetary and fiscal policies, goals, and objectives. Communicates and collaborates effectively with staff throughout the organization in a variety of settings, including in the development and monitoring of revenue collection policies and procedures. Leads City's investment committee and provides oversight to daily cash flow needs. Serves as a consultant to City departments. Provides technical and logistical support to the Finance Director by providing analytical support, financial analysis, and review of various city initiatives and proposed operational changes.

SUPERVISORY RELATIONSHIP:

Reports to the Finance Director. Works under applicable state and local laws, and within professional regulations, policies, procedures, and guidelines. Supervises assigned staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Participates in development and maintenance of effective budget and financial policies to ensure the sound financial management of the City. Identifies, explains and applies alternative budget formats and approaches such as program, performance, zero-based, biennial, and utility of such approaches for planning purposes such as strategic planning, long-term financial planning, and multi-year budgeting.

2. Provides preliminary budget data and analysis to elected and appointed officials to assist in the goal-setting phase of budget development. Serves as a professional resource for City Council, department heads and City staff in the interpretation of financial information. Consults with departments to develop informative financial reporting systems that accurately reflect operational results. Provides analysis and assistance to departments in developing improved operating procedures. Assists in the development, analysis and reporting of key financial information to City Council, staff and the public. Communicates this information to state, federal and bond rating authorities as required.

3. Coordinates the budget process; develops annual budget calendar; disseminates clear written instructions for staff involved with budget preparation; schedules and manages efficient budget meetings as needed; provides interim communications to inform key stakeholders of budget progress and issues. Seeks and applies appropriate feedback to improve budget process.

4. Manages city-wide budget development; reviews and evaluates departmental budget requests; prepares six-year operating, capital and reserve balance budget forecasts.

5. Oversees preparation of budget document in accordance with standards established by Government Finance Officer Association's (GFOA) Distinguished Budget Program.

6. Monitors and evaluates the budget after adoption. Analyzes account and budget variances and brings significant issues to the attention of the Finance Director. Provides analysis of budget status and information in order to recommend approval and disapproval of additional budget requests and budget transfers. Performs year-end reconciliations and manages the re-appropriation process.

7. Develops and maintains City-wide indirect cost allocation model and other internal charge models. Provides technical expertise to departments in costing techniques.

8. Manages the development of special studies and analyses pertaining to a wide variety of issues that may include development of performance measurement systems, analysis of utility rates, preparation of cost/benefit analyses, internal service fund rate analysis, impacts of legislation, and development of financial systems. Applies a wide variety of economic variables and analytical techniques in completion of tasks.

9. Prepares budget ordinances for annual budget and budget amendments. Presents budget ordinances to City Council and responds to questions. Develops and presents financial and budget information to the Mayor, department heads and City council as assigned by the Finance Director.

10. Leads citywide revenue forecasting; develops general fund revenue forecast; presents annual revenue forecast to Mayor and City Council.

11. Applies financial concepts to budget process such as inflation, time value of money, sunk cost, cost-benefit analysis, payback method, net present value analysis and performance measurement.

12. Evaluates, recommends selection, implements, and utilizes budget software to meet the City’s budget needs. Trains others in effective use of the budget software.

13. Manages all aspects of business registration, Business and Occupational tax management and receipting, sales tax compliance and other ancillary licensing revenue streams. Manages and directs staff in the operational processes of this core function of finance. Develops operating procedures, management policies and auditing functions for all licensing, registration and tax compliance functions within the Finance Department.

14. Oversees utility billing section and City Finance Customer Service Center.

15. Directs and reviews the City's cash collection function. Establishes and monitors internal control procedures for the safeguarding and handling of City funds. Analyzes staff operating procedures and cash systems, recommends and implements improvements as necessary. Provides consultation to City departments on cash receipting and internal controls.

16. Leads the City's investment committee. Recommends long-term and short-term investment strategies. Analyzes daily cash flow requirements and makes short-term investment decisions. Provides investment information for financial reporting.

17. Advises and supports Finance Director in the use of technology to maintain and enhance Citywide internal control procedures for accounting and financial reporting, including cash

collection, receipting, transmittal, deposit and investment of funds. Provides technical interface to assist in determining procedures and tests of cash controls. Works closely with primary bank and investment services providers to interface data into City of Bellingham financial systems. Coordinates with the Finance Department Financial Systems staff and the City's Information Technology Services Department to identify problems, develop corrective action and implement new software. Maximizes the potential of available systems.

18. Provides leadership in analyzing new initiatives, creating and maintaining financial models, drafting of Finance department recommendations regarding citywide policies and programs as well as departmental projects that are being considered.

19. Coordinates all banking services within the City. Analyses the City's consolidated service charge position and makes recommendations as to managing the cost of banking services. Stays current and recommends changes on banking services available with relation to the needs of the City.

20. Hires staff, evaluates employee performance, and provides coaching and corrective action as needed in consultation with the Finance Director and Human Resources. Assigns work and provides direction, training and assistance to assigned staff. Provides support to the Finance Director on employee relations issues as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs duties on behalf of the Finance Director as assigned; may assume administrative responsibility of the Department in the absence of the Finance Director.

2. Ensures that quality financial and budgetary services are provided to City departments and that procedures and policies are followed.

3. Provides customer service to the public in problem resolution in accordance with the City's Municipal Code.

4. Performs statistical computations, financial analyses, interpretations, projections and recommendations to facilitate management in day-to-day decision-making processes.

5. Performs financial analysis of assigned special projects and makes recommendations as to what course of action to pursue. Manages, builds and maintains financial analysis models.

6. Researches and self-educates on state and federal laws, regulations, procedures, and policies to ensure the City's compliance.

7. Maintains understanding of best practices and innovations in state and local budgeting including National Advisory Council on State and Local Budgeting's (NACSLB) recommended budget practices, and GFOA recommended practices on budgeting.

8. Participates as requested in interdepartmental meetings to assist departments in the analysis of budget information and in the development of strategies and programs within the context of budgetary constraints and guidelines.

9. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Government Financial Accounting Standards, Washington State Basic Accounting and Reporting System (BARS), audit procedures, and Washington state and municipal law.
- Thorough knowledge of the City of Bellingham municipal code.
- Municipal budgeting process. Analytical concepts and tools such as inflation, time-value of money, sunk costs, cost-benefit analysis, net present value, performance measurement, and sensitivity analysis.
- Best practices affecting preparation and administration of the City's financial reporting, and budgeting.
- Best practices for public funds investment.
- Understanding of state and federal contracting and bidding laws, and regulations.
- Computer applications of the budgeting and accounting system.

Skill in:
- Strong interpersonal skills including interviewing, persuading, and negotiating skills to establish effective working relationships with assigned staff, co-workers, elected officials, managers, supervisors, and the public.
- Excellent oral and written communication skills utilizing diplomacy and tact.
- Strong proficiency in spreadsheet, word processing, graphic, and database applications.

Ability to:
- Prioritize important issues from both a fiscal and political/policy perspective, establish schedules and timelines, and work with department management in meeting these priorities.
- Generate and implement innovative solutions to the internal accounting and budgeting process.
- Effectively manage the budget processes.
- Effectively present/communicate technical financial and budget information in a variety of settings.
- Manage work-flow processes to meet strict deadlines.
- Perform technically sound fiscal analyses.
- Maintain confidentiality and discretion with regard to sensitive information encountered while in the performance of duties.
- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation, and to model, coach, and develop these competencies in staff.
- Physical ability to perform the essential functions of the job including:
  - Frequently operate a computer and other standard office equipment such as keyboard, mouse, phone;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work performed at a computer workstation, as well as public meeting setting. Some business travel required. Work is performed in an environment that experiences frequent interruptions. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in accounting, finance, or related business field. Master's degree preferred.
- Six (6) years progressively responsible accounting or finance experience required; including at least three (3) years experience in a municipal accounting or finance environment. Budget administration experience preferred.
- Strong knowledge of computerized accounting, spreadsheet and presentation software required.
- Two years of supervisory or management experience required.
- Certified Public Accountant or other related professional license desired.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.

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