



BUDGETING ACCOUNTANT

NATURE OF POSITION

The Budgeting Accountant performs intermediate-level professional work in municipal budgeting, accounting, and auditing. This role is primarily responsible for the preparation, monitoring, and analysis of the City's annual budgets while supporting general accounting functions such as ledger maintenance, bank reconciliations, and federal grant reporting.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Administration. May be under direct supervision of the designee of the Director of Administration.

SUPERVISION EXERCISED

No direct supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Budgeting Accountant is responsible for the preparation and monitoring of the city's annual budgets. To achieve this end, the Budgeting Accountant must possess a substantial knowledge of budget operations, the ability to prepare, read and analyze financial reports, exercise sound judgment and make decisions.

- **Annual Budget Preparation:** Collaborate with department and division heads to gather revenue and expense estimates and prepare the final budget presentation for the Mayor and City Council
- **Financial Monitoring:** Analyze monthly expenses to identify adverse spending patterns and perform variance analysis on operating budgets
- **Revenue Tracking:** Conduct ongoing comparisons between projected and actual revenue streams
- **Reporting:** Prepare periodic financial reports reflecting the City's operating position throughout the fiscal year
- **Other:** Other budgeting duties as assigned

In addition to budgeting duties the Budgeting Accountant will also perform essential accounting duties, including but not limited to these listed below.

- Maintain general ledger accounts
- Perform cash receipts related functions
- Perform cash disbursement related functions
- Prepare journal entries



- Maintain budget control accounts
- Maintain subsidiary ledgers
- Reconcile bank statements
- Prepare, review, and/or process information related to billings, revenues, cash collections, purchases, payables, disbursements, various financial and/or grant reports and statements, and special projects
- Prepare various audit and/or management schedules
- Conduct Federal Financial reporting and Milestone Progress reporting
- Prepare, approve and conduct drawdowns
- Perform variance analysis of operating budgets and award line items
- Other accounting duties as assigned

QUALIFICATIONS AND REQUIREMENTS

REQUIRED:

Candidate must be a college graduate with a degree (BS or BBA) in accounting.

PREFERRED:

Certified Public Accountant

Three years governmental accounting experience

Good knowledge of accounting principles and techniques.

Must have advanced skill level in Microsoft Excel (Pivot tables, queries, etc.).

Strong communication skills.

Work with a variety of staff and communicate effectively.

Operate a variety of office equipment.

Possess a good working knowledge of word processing and the ability to compose logical and grammatically correct documents.

Ability to meet deadlines.

FLSA DESIGNATION: Non-Exempt, Full Time

BACKGROUND CHECK MAY BE PERFORMED

PHYSICAL REQUIREMENTS OF JOB

Americans with Disability Specifications: *The physical demands described here are an indication of what must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties/functions.*

Position requires significant time sitting at a desk, accessing computerized information using a keyboard, operating office equipment such as photocopiers, calculators, telephones, scanners, and viewing information on double monitors at most times. Accountant will be required to attend meetings in other offices within the same building



but will also attend meetings off site, as needed and as required. Standing, bending and reaching to access files; equipment.

WORK ENVIRONMENT

Work is performed in an office setting most of the time although there may be times when the accountant must attend meetings at locations outside of the primary work site location at City Hall.

Contact:

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