



## **CLASSIFICATION DESCRIPTION**

**TITLE: BUDGET AND PROCUREMENT MANAGER**

**JOB CODE: 20 (Exempt)**

### **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the job is to supervise the functions of the Budget and Procurement Division of the Financial Services Department and to administer the City's annual budget process in close coordination with the Finance Director, along with input from other departments. In addition, this position is responsible for the coordination and preparation of quarterly and annual reporting related to the budget. Employees in this job classification function in an administrative and managerial capacity to ensure proper planning, preparation, reporting, monitoring and forecasting of the City's annual budget in a manner consistent with established deadlines and procedures.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Prepares the Annual Budget Report, including application for the GFOA Distinguished Budget Presentation Award.
- Performs tasks including: the coordination of City budget and presentations to City Council; designing & establishing data collection processes related to development of the budget; reviewing budget processes & activities; reviewing the work of other city department staff for budget adherence and budget compliance to organizational policy and Federal and State laws and guidelines.
- Coordinates the quarterly and annual reporting process related to the budget.
- Performs complex financial evaluations including trends, forecast projections, tax revenues, and cost-benefit analysis.
- Coordinates and assists the Finance Director in preparing various external reports to other government agencies, bond rating companies, consultants, and trade organizations.
- Ensure Truth in Millage (TRIM) compliance.
- Makes oral presentations when required.

- Supervise Procurement staff to ensure bids, requisitions, purchase orders and contracts are processed in a timely manner and are consistent with the City's Policies and Procedures.
- Counsels and provides direction and interpretation of Procurement Policies and Procedures to staff.
- Interacts with employees, department representatives, and other individuals to assist with purchasing transactions, interpret policies, and/or exchange information regarding Procurement functional areas.
- Serves as a member of various employee teams.
- Coordinates activities with other departments and work groups as needed.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, or equivalent; supplemented by five (5) years' experience in governmental accounting and financial functions, including but not limited to: accounting reconciliations, budgeting, maintaining fund general ledger accounts, external or internal audit functions; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

A Certified Public Accountant (CPA) license or Certified Government Finance Officer (CGFO) certificate is desirable. Must possess a valid Florida Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Knowledge of generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements (especially those regulations governing different funding and the allowable use of those funds) applicable to the work.
- Ability to understand and follow pre-established State, Federal and City policies, procedures and regulatory requirements applicable to the work.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Ability to read, update and maintain various records and files.
- Ability to access, operate and maintain various software applications.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to establish and maintain effective working relationship with other employees.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.