

CITY OF BEAVERTON

Budget Coordinator

General Summary

Provide administrative and analytical assistance to the Finance Director for the coordination, presentation and publication of the City's budget. Provide departmental administrative assistance to the Finance Director. May develop and administer administrative policies, procedures and processes. Coordinate the administrative activities of the department.

Key Distinguishing Duties

Coordinate and compile the entire citywide budget process and budget document.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Coordinate with Mayor's Office to establish budget schedule. Compile annual budget calendar. Prepare and publish related public notices. Record required budget material with government agencies. Prepare information and forms to ensure City's compliance with State budget laws related to appropriations, revenues, notices, publications and tax levy certifications.
2. Coordinate the budget process for City departments resulting in a complete City budget. Provide technical assistance to departments regarding the budget process, procedures and computer programs. Develop the budget manual including budget assumptions, procedures and reference materials.
3. Assist Finance Director in meeting with department staff to develop budgets, budget scenarios, department goals, objectives, and performance measures.
4. Analyze program budgets. Compile and verify budget data for all funds. Prepare the interim budget document for the internal review process.
5. Maintain comprehensive and complex word and excel documents to provide program goals and objectives that are integrated and linked to financial budget data. Develop related reports.
6. Attend Budget Committee meetings, record minutes and make appropriation changes to prepare final budget document.
7. Develop and maintain appropriate computer programs, spreadsheets and analytical procedures for use in the preparation of the budget and other analyses. Compile and analyze operating and financial data in support of budget and financial reporting requirements including submission to Government Finance Officers Association's Distinguished Budget Presentation Program.

8. Coordinate and compile budget items for supplemental budget. Assign and post new account codes to general ledger. Calculate cost-of-living increases and adjust personnel services line items. Compare actual expenditures to budgetary appropriations and recommend necessary supplemental budget adjustments to the operating departments.
9. Research and compile technical information for special projects as assigned. Work with other City departments to gather information or to complete a project. Provide general financial information to other City departments within scope of authority.
10. Develop and maintain systems and records that provide for the proper evaluation, control and documentation of assigned functions. Provide administrative support to Finance Director as required. Maintain departmental records, such as personnel records. Review timesheets for accuracy.
11. Participate in department/division/section operational processes including procedure development and implementation.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
14. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Support and respect diversity in the workplace.

Other Functions

1. Provide back-up assistance in the Purchasing Agent's absence.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of the laws, regulations and rules governing budget preparation and review in Oregon.
- ◆ Working knowledge of practices and principles of governmental budgeting.
- ◆ Working knowledge of Generally Accepted Accounting Principles (GAAP).
- ◆ Working knowledge of research and analysis techniques related to budget preparation and review.

- ◆ Working knowledge of financial analysis and reporting.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to budget preparation and review.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Expert knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Strong ability to interpret and apply state laws, rules and regulations relating to fiscal matters.
- ◆ Expert ability to perform alphanumeric filing and keep accurate records.
- ◆ Advanced ability to apply appropriate discretion in a politically sensitive environment.
- ◆ Strong ability to monitor budgets and forecast expenditures.
- ◆ Strong ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations.
- ◆ Expert ability to use a keyboard and word processing, spreadsheet programs, including charts and graphs, or other application software as required for position.
- ◆ Expert ability to use general office equipment including typewriter, adding machine and copier.

Minimum Qualifications Required for Entry

Bachelors degree in accounting, finance or business administration and 2 years professional experience in municipal accounting, budgeting or financial management with 1 year in a municipal setting or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; regular use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

As of 10/97: Administrative Assistant
Revised: 1/98
New class specification title 1/98: Budget Coordinator
Revised: 4/01
Revised: 1/1/09

Status: M3
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date