

**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Finance &amp; Budget Officer</b>	<b>E-PLAN</b>
<b>CLASS TITLE:</b>	<b>Program Manager 2</b>	<b>SG:E-16</b>
<b>DEPARTMENT:</b>	<b>Finance</b>	<b>CS:N</b>
		<b>FLSA:N</b>
		<b>EEO4CODE:0A</b>

**JOB SUMMARY:**

Manages the City's budgeting function including the coordination and preparation of the current and long-range City operating and capital budgets and financial forecasts and provides direction and managerial oversight to the City's revenue collection function.

Conducts complex financial and budgetary analyses that facilitate decision-making by management and elected officials on City-wide fiscal issues. Responsible for preparation of the budget document. Works under authority of the Finance Director in cooperation with departments to facilitate compliance with budgetary and fiscal policies, goals, and objectives. Communicates and collaborates effectively throughout the budget process with a variety of staff and in a variety of settings.

The Finance & Budget Officer provides a high level of customer service to both public and city personnel in the development and monitoring of revenue collection policies and procedures. In addition, provides technical and logistical support to the Finance Director through a variety of complex accounting and administrative tasks designed to insure proper safeguarding and handling of City funds.

**SUPERVISORY RELATIONSHIP:**

This position provides supervisory oversight to staff responsible for the budget, business registration, licensing, and tax receipting and compliance program function within the Finance Department.

All other work is performed independently across departmental lines under the general direction of the Finance Director. Works with Finance, Budget, and Accounting staff to design and implement recommendations and procedures. Must have respect and cooperation from department heads and staff at all levels. This work often requires that outside expertise be employed and this position must be capable of effectively managing external contractors, temporary employees, and interns. Work is frequently of a confidential nature requiring effective use of tact and diplomacy in reaching desired outcomes.

**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, etc., and utility of such approaches for planning purposes such as strategic planning, long-term financial planning, multi-year budgeting, etc.
  2. Provides preliminary budget data and analysis to elected and appointed officials to assist them in the goal-setting phase of budget development.
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- Coordinates and directs 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.
  - Participates in budget development; prepares General Fund revenue projections; reviews and evaluates departmental budget requests; generates ideas to balance the budget; prepares six-year operating, capital and reserve balance budget forecasts.
3. Monitors and evaluates the budget after adoption. Works with the Accounting Manager to analyze 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.
  4. Develops and maintains City-wide indirect cost allocation model and other internal charge models. Provides technical expertise to departments in costing techniques.
  5. Conducts 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.
  6. 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.
  7. Directs and reviews the City's cash collection function. Responsible for establishment of and monitoring of 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.
  8. Provides support to the Finance Director in the management of the City's cash and investment programs. Manages City's cash investments in Finance Director's absence. Analyzes daily cash flow requirements and makes short-term investment decisions. Provides investment information for financial reporting.
  9. Provides leadership in analyzing new initiatives, creating and maintaining financial models, drafting of Finance department recommendations and concerns regarding city wide policies and programs as well as departmental projects that are being considered.
  10. Coordinates all banking services within the City. Analyzes 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.

**ADDITIONAL WORK PERFORMED:**

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1. Provides customer service to the public in problem resolution in accordance with the City's Municipal Code.
2. Coordinates and provides training for employees and managers in other City departments in proper internal controls over cash collection.
3. Performs statistical computations, financial analyses, interpretations, projections and recommendations to facilitate management in day-to-day decision-making processes.
4. Assists the Finance Department and Accounting Manager in preparing and completing annual fiscal processes and reporting such as: year-end closing and the Comprehensive Annual Financial Report (CAFR).

### **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

#### Knowledge of:

- Knowledge and experience with complex financial application system software projects.
- Research methods, data collection and sampling techniques, and statistical analysis.
- Finance related federal, State and local laws and regulations.
- Fund accounting.
- Municipal finance and budgeting procedures and policies.
- Municipal 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.
- General broad understanding of the functions of municipal government.

#### Skills 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.
- Generate and implement innovative solutions to the budget process.
- Recognize the public and political aspects of public budgeting and effectively manage the budget processes within that environment.
- Effectively present/communicate technical budget information and issues in a variety of settings.
- 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.
- Management of projects within time and financial constraints that exist within the City governmental environment.

#### Ability to:

- Understand and interpret workflow processes within a complex organization.
  - Research and evaluate new laws and accounting and audit requirements.
  - Prioritize important issues from both a fiscal and political/policy perspective, establish schedules and timelines, and work with department management in meeting these priorities.
  - Utilize a variety of spreadsheet, analytical and other computer software for testing analysis and preparation of reports for management as requested.
  - Function as a member of the Finance Department management team.
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- Demonstrate professional courtesy and good judgment in communications with other employees and external agencies.
- Ability to collect, compile, and analyze complex information and data.
- Prepare, write and present analytical reports and systems analysis to diverse groups.
- Work independently with little direction.
- Maintain the absolute confidentiality of sensitive files, data, and materials accessed, discussed or observed while working with City staff.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.

**WORKING ENVIRONMENT:**

Work is performed in an office environment with extensive work performed at a computer workstation, as well as public meeting setting. Some travel between City of Bellingham locations.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in accounting, finance, economics, public administration or related business field. Master of business administration or a master's degree in related area preferred.
- Minimum of three (3) years of progressively responsible experience in a municipal accounting or finance environment required. Budget administration experience preferred.
- Strong knowledge of computerized accounting, spreadsheet and presentation software required.
- Certified Public Accountant or other related professional license desired.
- Supervisory experience preferred.
- Management skills including leadership and supervisory skills, problem analysis and decision-making, planning and organizing, controlling and evaluating, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.

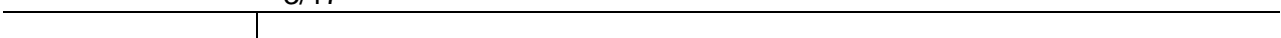
**NECESSARY SPECIAL REQUIREMENTS:**

- Employment contingent upon passing a criminal conviction and local background check.

**PREPARED BY:** A. Beatty  
J. Carter  
05/08

**REVIEWED BY:** \_\_\_\_\_  
Brian Henshaw, Finance Director

**REVISED BY:**  
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