

## BUDGET MANAGER

### **PURPOSE AND NATURE OF WORK**

Purpose of the position is to serve as the principal budget officer for Lafayette City-Parish Consolidated Government, in support of the Chief Financial Officer and LCG's executive branch of government to oversee and manage the LCG-wide budget development, preparation, and monitoring. Position is responsible for managing and participating in the work of a professional staff engaged in performing complex analysis of historical trends, performance indicators, bench-mark data, and projection methodologies in order to produce and maintain a controlling budget document that complies with all local, state, and federal laws and policies and procedures.

All work is performed under the supervision of the Chief Financial Officer.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Develops and implements budgeting instructions, policies, and procedures. Oversees and performs the identification, evaluation, and application of emerging and existing related best practices and federal, state, and local statutes. Serves as an advisor and technical expert on budgetary issues for departmental directors, LCG staff, CFO, and both the legislative and executive branches of LCG. Prepares complex ad hoc reports using multi-year financial forecasts, economic projections and "what-if" scenarios used by both branches of LCG government in making critical budgetary decisions. Provides and oversees budgetary and financial analysis services to departmental directors and staff to identify funding sources for future projects and programs, resolves projected budgetary shortfalls, and determines financial impact of needed budgetary revisions. Provides guidance, review, and approval of all ordinances which amend LCG's operating and capital budgets. Participates in and oversees the preparation of complex and mission critical budget revisions. Controls and supervises the set-up, maintenance of and adjustments to LCG's organizational structure, such as, funds, departments, divisions, sections, expense and revenues, grants and capital work order activities, within multiple software systems. Responsible for maintaining the chart of accounts with respect to the income statement, to include establishing appropriate revenue and expense accounts and capital and grant activities, defining the accounts' corresponding relationships to funds and departments within system software, and advising LCG management and staff on the proper use of such accounts. Participates in and oversees the preparation of financial proformas and budgetary reports for use by LCG, independent auditors, and others. Oversees, monitors, tracks, and projects LCG's revenues and fund balances through analysis and modeling. Administers the tracking of the capital improvement budgets including ensuring proper funding is carried over from year to year as required. Under the direction of the CFO and cost consultants, adjusts and maintains City and Parish administrative cost allocation models. Oversees and participates in the maintenance of all budgeting software and public transparency software modules. Responsible for and coordinates the monitoring of budgetary compliance by all LCG departments through reports and scheduled meetings with departmental management for budget review and discussion. Responsible for a leadership role and coordinating the preparation and implementation of LCG's annual operating and capital budget, which includes, but is not limited to, compilation and analysis of departmental requests, integrating the funding goals of Mayor-President, analysis of salaries and benefits and developing LCG wide personnel budget, working closely with CFO to address excess budget requests over estimated revenues, participating in presentations and adjustments of budget data, and participating in Council hearings for budget finalization. Oversees and participates in the production of the final budget document and distribution. Responsible for preparing, submitting, and monitoring the divisional budget which includes forecasting annual operational needs, implementing cost saving measures, and preparing budget revisions as needed. Manages and supervises division staff.

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

Thorough knowledge of Federal, State, and local laws, ordinance, codes, and regulations applicable to budgeting.

Considerable knowledge of budgeting best practices in a municipality or other public agency.

Considerable knowledge of Generally Accepted Accounting Principles, Governmental Account Standards Board pronouncements, and other pronouncements of nationally recognized accounting and auditing organizations.

Knowledge of business software applications such as Office products, budgeting systems, and financial reporting systems.

Ability to design and install budget reporting systems.

Ability to interpret complex financial data and communicate information to staff and elected officials.

Ability to track, identify, and review legislation that may impact the budget and other financial influences.

Ability to communicate effectively with all levels in the LCG hierarchy.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in Accounting, Finance, or substantially similar area of study, and considerable experience in accounting work, preferably in governmental accounting; or any equivalent combination of training and experience. Additional qualification of a CPA license also desired.