

**Budget Manager**

Job ID: 2016-1190

Type: Regular Full-Time

Starting Salary: $66,273 - $76,400/yr (Exempt)

**Overview**

Assist the Director of Finance with establishing and maintaining a professional budgeting system to ensure compliance with appropriate state statutes for control of the PSTA operating budget and Capital Improvement Plan, and with other statutory provisions for the timely preparation and execution of the legally adopted budget. Professional budget work involves the development, preparation, implementation, and detailed analysis of the Authority budget.

Assist with establishing and maintaining a professional grant and project accounting system, ensuring that grant and project accounting activities are properly executed, accurately, and in a timely manner; coordinates these activities with other departments to meet the goals and objectives of the Authority and compliance requirements.

**Essential Functions**

* Plans and coordinates division activities including the development of the Authority’s annual operating and capital budget, 5-year capital improvement plan, as well as grant and project accounting.
* Assists with the preparation of the official annual preliminary, tentative and final budgets.
* Prepares and updates annually the Five-Year Capital Improvement Program, coordinating with the Divisions.
* Develops monthly budgets for the first year of the Five-Year Capital Improvement Program.
* Assists with the implementation and continued updating of budgeting software.
* Prepares and/or assists in the preparation of budget presentation materials for PSTA Board of Directors committee meetings and public hearings.
* Prepares monthly project reports.
* Prepares quarterly capital budget vs. actual reports.
* Monitors Actual to Budget on Projects.
* Provides support to project managers.
* Coordinates the development and implementation of budget and grant accounting policies and procedures and implementation of internal controls related to financial information in compliance with federal and state regulations.
* Works with the Grants Manager on grant compliance with thorough knowledge and understanding of all grant related federal regulations, circulars and directives. Keeps current on all federal, state and local funding programs and all associated requirements in order to assist staff with grant issues.
* Provides direction on grant funded projects; analyzes and tracks existing grant projects and project budgets.
* Assists the Grants Manager with preparation of the Federal Transit Administration Triennial Review, including documentation, program updates, logistical planning with consultants, corrective actions and assistance with grant funding agencies.
* Reviews all grant checks written by the Authority. Approves all grant draws requested of federal, state and local funding agencies.
* Assists with the Disadvantaged Business Enterprise (DBE) semiannual reporting.
* Works with the Accounting Manager on the development of the chart of accounts in accordance with Federal Transit Administration National Transit Database requirements.
* Schedules and coordinates monthly and year-end work related to projects to assist with closing out the financial books of the Authority.
* Reviews financial reports monthly, quarterly and at year-end to ensure accuracy, completeness and timeliness of financial information.
* Assists the Accounting Manager with the year-end audit and acts as the point person for grants and projects during the audit process.
* Assists in the preparation of the annual financial statements related to grants, including the Schedule of Expenditures of Federal Awards and State Financial Assistance, monthly and quarterly statements and other financial reports as necessary.
* Assists the Chief Financial Officer and Director of Finance with the development of the Comprehensive Annual Financial Report (CAFR).
* Coordinates grant balance sheet reconciliations and prepares, on a monthly basis, a compilation of all reconciliations. Reviews all balance sheet reconciliations with the Director of Finance and Accounting Manager on a quarterly basis.
* Participates in the development of the Authority’s disaster plan and completes activities required by the division during an actual disaster.
* Cross trains with the Accounting Manager on major functions of each job duties.
* Serves as backup for National Transit Database (NTD) annual reporting.
* Serves as backup for the Director of Finance, Accounting Manager and Grants Manager.
* Performs others duties as assigned to assist the Director of Finance and Chief Financial Officer.

**Supervisory Responsibilities**

* Supervises professional staff including the Budget Analyst and assists with supervision of the Accounting/Payroll Specialist. This position’s responsibilities include: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Minimum Qualifications**

* Education: Bachelor’s degree from an accredited college or university in Accounting, Business Financial Management, or related field.
* License: Prefer candidates holding Certified Public Accountant (CPA) from the State of Florida, a Certified Government Finance Officer (CGFO) from the Florida Government Finance Officers Association, a Certified Public Finance Officer (CPFO) from the Government Finance Officers Association, or Certified Government Financial Manager (CGFM).

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* Experience: Must have a minimum of five (5) years of professional experience in accounting and financial reporting, with two (2) years of either staff supervision experience or supervisory-level experience for a functional area. Prefer experience with grant accounting.

Previous work with a government entity is preferred. Previous budget experience is preferred.

**Knowledge, Skills, and Abilities:**

* Knowledge of: Generally accepted accounting principles (GAAP) and practices, governmental accounting, auditing and financial reporting practices and procedures.
* Skilled In: Must have Management and Supervisory skills. Computer software applications such as Microsoft Excel, Word and PowerPoint. Must be able to establish and maintain an effective working relationship with personnel at all levels of management. Must have excellent organizational skills and be able to handle multiple tasks. Must be able to write reports, memorandums, training guides and analyses for a variety of audiences.
* Abilities: Must be able to monitor and implement internal controls, utilize the automated accounting system, assist with accounting procedures documentation and implementation for a governmental agency, while adhering to all appropriate rules and regulations for compliance with the federal, state, and local authorities.

**PSTA is a Drug Free/Smoke Free Workplace. PSTA is an Equal Opportunity Employer.**