



MANATEE COUNTY GOVERNMENT
invites applications for the position of:

Budget Manager

SALARY: \$54,870.40 - \$85,051.20 Annually

OPENING DATE: 11/15/17

CLOSING DATE: 11/30/17 11:59 PM

GENERAL INFORMATION:

LOCATION: 1112 Manatee Ave. W, Bradenton. 34205

HOURS: Monday - Friday, 8:00 am to 5:00 pm

PAY GRADE: MP5

This classification performs day to day supervision and overseeing of the development, preparation, presentation and monitoring of the County's operating and Capital Improvement Program (CIP) budget. Work involves highly technical duties in developing and administering major management systems such as budget/CIP development, revenue forecasting, and budget administration. Monitors and assists several large departments with their operating budgets and functions as a lead manager assisting or advising other budget analysts.

Working Conditions

Indoor/ Office environment; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 75 lbs. with assistance.

JOB DESCRIPTION:

Click ["HERE"](#) for complete job description.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business, accounting, finance, or a related field. Master's degree in a related field desired. Minimum of three years financial, accounting, budgetary, business management, or related experience in a public sector or large organizational setting. Experience with Florida County budgets and automated government finance systems highly desired. Minimum of two years experience in coordinating and/or overseeing the work of others, or special projects. Equivalent combinations of education and experience may be considered.

Knowledge, Abilities and Skills

Skill in accurately performing mathematical calculations associated with budget and finance operations.

Skill in computer operations including pertinent finance systems and software applications, i. e., Word, Excel, Access, etc.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/manateeconomy>

Position #17-00340
BUDGET MANAGER
MP

1112 Manatee Avenue West
Suite 863
Bradenton, FL 34205
(941) 742-JOBS
(941) 742-5627

webmaster@mymanatee.org

AA/EOE/M/F/H/Vet Pref/Drug Free Workplace

Budget Manager Supplemental Questionnaire

- * 1. **VERY IMPORTANT** - When answering supplemental questions about experience, education or certification, please be sure the information is reflected in the Education, Work Experience and Certificates and Licenses sections of your application.

Must include Monthly Salary, Name of Employer, Location, Phone Number and Duties for each employer in Work Experience.

Note: "See Resume" is not acceptable.

Identify **all** gaps not related to medical reasons.

I acknowledge the above statement

- * 2. If you are claiming Veteran's Preference, please check category of eligibility
 - A disabled veteran who is eligible for receiving compensation under public law administered by Department of Veteran's Affairs and Department of Defense
 - The spouse of a veteran who cannot qualify for employment because of total and permanent service-connected disability, or spouse of a veteran missing in action, captured or forcefully detained by a foreign power
 - A wartime veteran who has served at least 1 day during a wartime period (active duty for training may not be eligible)
 - An un-remarried widow or widower of a Veteran who died of a service-connected disability
 - The mother, father, legal guardian, or un-remarried widow or widower of a service member who died as a result of military service under combat-related conditions as verified by the U.S. Department of Defense
 - A current member of any reserve component for the United States Armed Forces or the Florida National Guard
 - A veteran with a "Honorable" discharge (Active duty for training may not be allowed for eligibility)
 - Not claiming Veteran's Preference
- * 3. Which level of education have you achieved?
 - No high school equivalency
 - High school graduate/equivalent
 - Associate's degree
 - Bachelor's degree
 - Master's degree
 - Doctorate
- * 4. Please indicate the specific field in which you received your major ?
 - None
 - Accounting
 - Business
 - Finance
 - Related Field
- * 5. If related field, please state which field your major is in ? (If None, type NA).
- * 6. How many years of experience do you have in Financial, Accounting, Budgetary, Business Management, or related experience in a public sector or large organizational setting ?

- None
- 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5 Years
- 6+ Years

* 7. How many years of supervisory experience do you have in coordinating and/or overseeing the work of others, or special projects ?

- None
- 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5+ Years

* 8. What is the largest gross budget that you have been responsible for developing?

- Less than \$10 million
- \$10 million to \$100,000
- \$100 million to \$500 million
- Over \$500 million

* 9. From which arena have you received most of your budget experience? Select all that apply.

- Municipal, special districts or counties less than 200,000 in population
- Cities or counties with population greater than 200,000
- State government, Federal government or non-profit organization
- Private enterprise, public utility or other agency
- None of the Above

* 10. In 50 words or less, please describe your specific experience in public speaking and/or giving presentations. If none, type "None"

* 11. Software packages that you can use proficiently: Select all that apply.

- None
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Sharepoint
- One Solution
- Cognos
- All of the Above

* 12. Do you have a system or method for organizing and assigning staff workload? Please briefly explain. (If None, type NA).

* 13. Do you have any State of Florida experience in governmental accounting?

- Yes
- No

* Required Question



BUDGET MANAGER

Class Code:
033-102

Bargaining Unit: None Represented

MANATEE COUNTY GOVERNMENT
Established Date: Apr 11, 2009
Revision Date: Aug 5, 2016

SALARY RANGE

\$26.38 - \$40.89 Hourly
\$54,870.40 - \$85,051.20 Annually

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JOB DUTIES:

Essential Functions

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

Supervises day to day efforts of the operating and CIP and assigned budget areas of the Financial Management Department in support of the preparation of the County's annual budget; supervises reviews and analyzes departmental budget requests and revisions; makes recommendations.

Supervises preparation of budget document and regular reports using financial information to show budget status and financial forecast information.

Directs the process for preparation of the operating and CIP budgets and assigned budgets of County departments, directs analysis of budget requests, and assesses financial impact of major policy, fiscal and operational issues.

Manages the process for a broad range of operating budget and capital budget amendments.

Assists with the development of budgetary management systems utilizing computerized databases, revenue and expense projections, budget models, and multi-year financial information.

Coordinates with the Finance Department to appropriately categorize budget requests for new items or projects.

May oversee development and execution of capital improvement element of the Comprehensive Plan as it relates to long range financial requirements, including impact fee revenues, expenditures, credits and amendments.

Updates forms and procedures used in the budget development process.

Coordinates the work of budget staff.

Maintains complex financial records and analyzes/prepares various reports from same, including impact fee reports and interfund loans.

Communicates with others in a clear, concise and tactful manner, orally and in writing, including presentation of reports, findings and recommendations associated with complex financial and management issues.

Efficiently handles multiple projects at the same time.

Consistently interacts with others, including the Board of County Commissioners and other elected officials, in a proactive, professional manner.

Works emergency situations, as required.

Performs other related work (including weather or other extreme emergency duties) as required.

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KEYWORDS:

Accounting and Finance, Business, Professional, Management