



CITY OF HOLLYWOOD, FLORIDA  
invites applications for the position of:

# Budget Manager

**SALARY:** \$33.10 - \$52.96 Hourly  
\$2,648.09 - \$4,236.94 Biweekly  
\$68,850.30 - \$110,160.48 Annually

**OPENING DATE:** 09/26/17

**CLOSING DATE:** 10/10/17 05:00 PM

## THE POSITION:

Under the administrative direction of the Executive Director of the CRA or designee, responsible for administering, directing and coordinating all activities associated with Financial Management of the Beach and Downtown CRA. Work is self-directed with a periodic evaluation based upon achievement of specific goals and an executive level of performance. Work is performed exercising considerable initiative and independence in undertaking and completing redevelopment assignments and involves extensive contact with government officials, public and private agencies, the development and business community, citizen groups, advisory boards and other departments.

1. Plans, organizes, directs and reviews all financial procedures, methods, budgetary and fiscal activities of the Community Redevelopment Agency.
2. Analyzes fiscal policies; interprets data; formulates recommendations for action; oversees contracts and financial obligations.
3. Supervises preparation of statements and reports on CRA financial affairs to administrative officials, the CRA Board and the general public; directs the preparation of revenue, expenditures, debt, cost and other statements; audits and inspects accounts and records.
4. Assists in oversight and administration of support staff, payroll, and HR functions.
5. Evaluates requests for incentives, makes recommendations and monitors progress.
6. Prescribes accounting procedures and supervises/conducts ongoing audits of expenditures.
7. Approves the requisition of supplies and equipment; prepares budgets and payroll; checks operating reports for accuracy and conformance to policies and standards; updates publications.
8. Performs related work as required.

## THE REQUIREMENTS:

Bachelor's Degree in business administration, accounting or public finance (Master's Degree Preference); supplemented by ten (10) years of progressively responsible experience in municipal finance; or an equivalent combination of training and experience. CRA experience and familiarity with Chapter 163 Part III is preferred.

## ADDITIONAL INFORMATION:

All successful applicants will be required to pass an extensive background which may include criminal history searches, driving history checks, credit report, courthouse searches, education verification, employment verification, professional license verification, or other search methods as deemed necessary for the position. In addition, the applicant will be required to undergo a medical examination, which may include a drug screening, prior to appointment.

As of 12/15/2005 the CRA will require all newly hired employees to sign an affidavit affirming non-usage of tobacco or tobacco products within the last year prior to submission of application and will continue to be a non-user of tobacco products throughout employment with the CRA.

REASONABLE ACCOMMODATION: The Employment Office will make reasonable efforts in the examination and workplace to accommodate persons with disabilities. Please advise Human Resources of special needs by calling (954) 921-3216.

The CRA is an Equal Opportunity / Equal Access Employer.

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

Position #2017-128  
BUDGET MANAGER  
TT

2600 Hollywood Blvd. Room 206  
Hollywood, FL 33328  
954-921-3216

[employment@hollywoodfl.org](mailto:employment@hollywoodfl.org)

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### Budget Manager Supplemental Questionnaire

- \* 1. Do you possess a bachelor's degree or higher in accounting, business or public administration?
  - Yes
  - No
  
- \* 2. How many years of experience do you possess involving governmental budgeting and/or accounting?
  - No Experience
  - 1 - 2 years
  - 3 - 4 years
  - 5 - 6 years
  - 7 - 8 years
  - 8 - 9 years
  - 10+ years
  
- \* 3. How many years of experience do you have in governmental accounting/finance at a management/supervisory level?
  - less than 1 year
  - 1 - 2 years
  - 2 - 5 years
  - 5 - 7 years
  - 7 + years
  
- \* 4. Do you have experience working in a Community Redevelopment Agency?
  - Yes
  - No
  
- \* 5. Are you familiar with Chapter 163 Part III?
  - Yes
  - No
  
- \* Required Question