

BUDGET OFFICER



Description:

Under general direction, plans, organizes, and directs the development of the San Bernardino County Fire Protection District's (County Fire) Annual Budget. The position's responsibilities include but are not limited to the day-to-day supervision of budget staff. This position also oversees cash management and property tax revenue projections.

Distinguishing Characteristics:

This class is allocated to the Fiscal Services Division of County Fire and administers County Fire's budgets comprised of complex funding streams. Incumbents supervise assigned staff, have oversight of the fiscal function of the division, develops budget policies, practices, and procedures in response to changes in functions, programs or direction from governing boards and other entities.

Positions in this class report to the Division Manager Fiscal Services.

Duties may include, but are not limited to:

1. Coordinates and oversees the operation of all County Fire Budget matters; prepares the annual budget; reviews Division budget projections, as well as formatting the final departmental budget; oversees or prepares monthly and quarter budget to actual comparisons for distribution to divisions; prepares transactions for processing.
2. Supervises a staff engaged in the preparation and development of initial budgets, grant monitoring, analysis of budget to actual variances, CIP's, MOU negotiations and calculations, and any other ad-hoc analysis required
3. Facilitates the mid-year reporting, participates in and reviews mid-year estimates, as well as delivering estimates with variance explanations to Division Manager for reporting to upper management.
4. Reviews a diverse assortment of budgeting divisions for County Fire projects and programs.
5. Develops and presents justifications for budget recommendations, prepare budgets for final publication.
6. Oversees monitoring of budget performance to ensure that budget objectives are met; initiate and recommend corrective action on budget variances.
7. Administers cash management functions and prepares weekly cash management reports; recommends and monitors monthly division reporting for grants; develops & reviews reports and templates for use by analysts at the division level to track grant expenditures and balance to the County general ledger system.
8. Controls purchases, expenditures and assigning of fund department org codes; reviews financial data to ensure conformance with guidelines.

9. Participates in various meetings and presents requested and independently gathered data to assist management in making administrative and operational decisions. May prepare performance based budgets for presentations to citizen advisory committees and answer public questions and inquiries.
10. Reviews the department's monthly expenditures and reports on large variances; prepares monthly expenditure reports for contract cities and districts with explanations on large variances.
11. Oversees the year end closing process and works with internal and external auditors on final trial balances, year end entries and final year end closing.
12. Provides vacation or temporary relief as required; acts as backup to Division Manager when Division Manger is out of the office.
13. Provides other duties as required.

Typical Qualifications:

A Bachelors Degree in Business, Public Administration or closely related field.

Four (4) years professional level administrative experience preparing, analyzing, evaluating and formulating budgets/financials, cost analysis, and cash management. Must possess strong organizational skills, be proficient in Microsoft Excel, MS Word, and adept at using multiple data bases to gather information together for various reports. Must have excellent written and oral communication skills and two years of lead or supervisory experience is required.

A valid California Drivers License.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 40630

Salary Range: E46

Representation Unit: Exempt Group

Last Updated: 9/28/09