



City of Phoenix

DEPARTMENT BUDGET SUPERVISOR

JOB CODE 05490

Effective Date: 06/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise and perform advanced professional financial and economic analysis and research duties in support of the preparation and administration of budgets, accounting controls, and rate and fee structures for a large City Department. Responsibilities include preparing, or supervising the preparation of department operating and capital budgets; supervising purchasing, invoice and payment control functions and work order accounting; overseeing the preparation of tax and fuel use reports; supervising grant accounting, coordinating the annual fixed asset inventory; supervising billings for services and other accounting activities; and performing complex financial and economic analysis work in the development of recommended rate and fee structures. Supervision is exercised over a staff of professional and clerical employees. Work is performed under the general direction of a department administrator or executive with wide latitude for professional discretion within approved policy.

ESSENTIAL FUNCTIONS:

- Plans, organizes and supervises a staff of professional and clerical employees involved in budget analysis, economic analysis, accounting, systems automation, and preparation of departmental operating and capital budgets.
- Supervises the activities of accounting personnel engaged in accounts payable, accounts receivable, grant accounting, work order charge accounting, purchasing and billing services.
- Supervises the preparation of periodic operating and capital budget expenditure estimates.
- Supervises the preparation of reports on budget status, grants, bond fund resources, revenues, and expenditures.
- Supervises or performs specialized fiscal, administrative, and reporting duties pertaining to department programs and funding, such as federal grants, rates and fees, or procurement and contracting services.
- Projects long-range revenue and expense requirements, and revenue and expense forecasts.
- Conducts research projects and prepares special studies and reports as directed by a department administrator or executive.
- Prepares department financial information in conjunction with the budget for rate development and analysis.



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- Provides advice and technical assistance to department management regarding fiscal allocation, budget preparation, and ensures that budget estimates are made in accordance with program changes.
- Reviews budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Manages budgets with multiple funding sources.
- Reviews operating budgets to analyze trends affecting budget needs.
- Directs or conducts cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods.
- Interprets budget directives and works with department management in establishing plans or policies for carrying out directives.
- Review and update department financial management procedures.
- Develops and oversees the development and operation of complex computer spreadsheets and data base applications.
- Review department CCRs and RCAs.
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Municipal finance administration, accounting, economic principles and practices, and internal control procedures.
- Proper budget preparation, analysis and management.
- Contract management administration.
- Standard operations and systems analysis techniques.
- Supervisory techniques.
- Applicable City and state financial rules, regulations, policies, and ordinances.
- Software for spreadsheets and databases.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Produce well-written documents with clearly organized thoughts using proper English sentence construction, punctuation and grammar.
- Make rapid and accurate calculations (adds, subtracts, multiplies, divides, figures percentages, averages and other statistical calculations).



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- Operate standard office machines and keyboard devices such as computer terminal or personal computer.
- Communicate effectively and professionally with co-workers, clients, customers, agents from other governmental agencies, and the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Work cooperatively with other City employees and the public.
- Comprehend and make inferences from written material in the English language.
- Review or check the work products of others to ensure conformance with standards.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of professional level experience in budget or accounting, including one year of experience working with complex financial systems, and a bachelor's degree in accounting or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted. Other combinations of experience and education that meet the minimum requirements may be substituted.