



POSITION DESCRIPTION

DATE: July 2026

POSITION TITLE: Assistant CFO/Budget Manager

DEPARTMENT: Administration & Finance

DIVISION: Finance

STATUS: Exempt

ACCOUNTABLE TO: Chief Financial Officer/Controller

SUMMARY:

The primary objective of this position is to perform advanced fiscal analysis in support of the preparation and administration of the operating budgets, capital improvement plan, and 10-year financial projections. This position will also provide professional and highly technical accounting work, assist in maintaining the accounting functions of the City by ensuring the accuracy of accounting procedures and providing assistance to the Deputy City Administrator and Chief Financial Officer/Controller.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Preparation and oversight of the annual operating budget process:

- Coordinates the preparation of the detailed budget document in coordination with other employees, divisions and departments
- Coordinates the annual submission of the GFOA budget award
- Maintain the accuracy and integrity of budget data through established electronic budget templates, instructions, network drives, and ERP
- Provides advice and technical assistance with budget preparation
- Examines departmental budget submissions for completeness, accuracy and conformance with Administrative direction and procedures
- Prepares and quantifies changes to the budget as they arise in the budget process
- Performs the personal services estimate for current and proposed city staff
- Prepares background and supporting financial trend and historical analysis as required
- Coordinate the data entry for the preparation of the budget document
- Prepare graphs and tables for the annual budget and public presentations
- Prepare annual budgets for various Enterprise and Special Revenue Funds
- Perform rate analysis for Enterprise and Special Revenue Funds in coordination with the CFO/Controller

Preparation and oversight of the annual capital improvement plan process:

- Coordinates the preparation of the capital improvement plan document in coordination with other employees, divisions and departments
- Prepares various revenue analysis and projections
- Maintain the accuracy and integrity of capital improvement plan data through established electronic templates, instructions, network drives, and CIP software
- Provides advice and technical assistance with preparation
- Examines departmental capital improvement plan submissions for completeness, accuracy and conformance with Administrative direction and procedures
- Prepares background and supporting financial trend and historical analysis as required
- Prepare graphs, text, and tables as necessary for the capital improvement plan document
- Preparation of information for departmental and public meeting presentation

Preparation and oversight of the annual 10-year financial projections process:

- Review forecasting assumptions such as economic growth, inflation, tax base trends, user fees and legislative changes
- Engage with City department heads and external stakeholders to validate estimates
- Forecast major revenue categories (property taxes, grants, investment income) and cost drivers (personnel, debt service, capital) over the ten-year horizon
- Project rolling cash flows and fund balance levels to pinpoint liquidity issues and timing gaps
- Compare projected reserve levels with established fund balance policies to identify shortfalls
- Structure the forecast to align with City policies, GASB standards, and municipal best practices
- Evaluate potential fiscal threats, including economic downturns, demographic changes, and shifting regulations
- Prepare clear narrative explanations detailing assumptions, methodology, and limitations, following GFOA guidance
- Create user-friendly summaries, charts, and dashboards to facilitate stakeholder comprehension and transparency

Serve as primary backup to the Chief Financial Officer/Controller.

Preparation of arbitrage calculations relating to outstanding bond issues.

Completion of necessary reporting to Washington County for annual budget and tax levy calculations.

Preparation of Annual State Reports

- Budget Summary
- Local Government Lobbying Services

Serve as primary reviewer of council letters and resolutions with financial and budget implications.

Serve as a Business Analyst to provide financial advice and technical assistance to other divisions.

Performs and assists management with development and implementation of policies and procedures related to various professional financial and accounting functions.

Preparation of special reports, analytical studies and financial planning as assigned.

Attendance as necessary to City Council meetings with budget development implications.

Fosters an inclusive work culture and advances the City's diversity, equity and inclusion goals.

Maintain and foster an environment, which facilitates the Exceeding Expectations (professional, responsive, leaders) philosophy of the City.

Perform all other duties and assume other responsibilities as assigned or apparent.

SUPERVISION RESPONSIBILITIES:

Directly supervise:

- Budget Coordinator/Accountant II

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles, governmental fund accounting, internal control procedures, public finance and fiscal planning.

Knowledge of the major functions of an accounting office, accounts payable, accounts receivable, payroll and fixed assets.

Ability to make accurate arithmetic computations and prepare and analyze complex financial reports.

Understand and follow financial controls implemented for compliance, fraud, theft protection pertaining but not limited to cash handling, Payment Card Industry (PCI) standards, and the Health Insurance Portability and Accountability Act (HIPAA).

Skill in the use and care of calculator, personal computers, printers, and other office equipment, and working knowledge of computer software.

Be able to read and understand correspondence, memoranda and materials.

Must be able to effectively represent the organization, department, and administrative operations to management and the public.

Must have ability to facilitate effective presentations at public meetings.

Demonstrated effective written and oral communication skills.

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives.

Must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must be fair and unbiased; must strive to promote a cooperative atmosphere in the department; must have positive attitude.

Must be able to effectively supervise staff.

Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence.

Must represent the organization to other agencies, staff, and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Must have ability to work effectively and respectfully with department heads, elected officials, staff, and other agencies. Ability to work as a team member.

Must be able to produce quality, accurate work. Must be able to utilize work time properly and productively. Must have the ability to handle detail, meet deadlines and follow through in the completion of projects.

Must have sound working knowledge of position principles, procedures, techniques, and equipment. Must be able to formulate, initiate and administer policies and procedures.

Ability to utilize computer technology in a Windows environment and advanced skills with Excel and PowerPoint.

Ability to learn and utilize ERP technology in budget development, analysis, and reporting.

Ability to operate a motor vehicle and have a valid Driver's License.

Strong organizational skills and the ability to accurately record documents, publications and various records for official purposes.

Ability to perform, research, assemble information and prepare reports and studies.

Ability to work effectively under pressure and to competently handle a number of different tasks in a single period of time.

Ability to plan and perform duties with only general minimum supervision.

Must be able to perform all essential position functions under the working conditions as described.

MINIMUM QUALIFICATIONS:

Four year Accounting degree.

Five (5) years progressively responsible experience in a municipal or county accounting position.

Three (3) years progressively responsible experience in municipal or county budgeting and financial planning.

Three (3) year of supervisory experience in a municipal or county management and finance position.

DESIRED QUALIFICATIONS:

CPA certificate holder, CPA licensed or Certified Public Finance Officer (CPFO) through GFOA.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be added to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to sit approximately 80% of regular workday.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be exposed to office conditions.

The noise level in the work environment is usually moderately quiet.