

Budget * Finance Director

Job Summary:

The Budget Finance Director holds a crucial role within the city government, reporting directly to the mayor. This position is responsible for overseeing and directing the City's financial planning, budgeting, accounting, and related financial activities. The Director ensures the city's fiscal health, compliance with all relevant regulations, and the efficient allocation and management of resources to support city services and achieve strategic goals.

Essential duties and responsibilities

- Direct and manage the development, implementation, and monitoring of the City's annual operating budget.
- Serve as the chief budget officer, advising Mayor, City Council, and department heads on budgetary matters, financial policies, and resource allocation.
- Prepare and present financial reports, and presentations to the Mayor and City Council and the public, often involving complex data analysis and revenue/expenditure monitoring.
- Oversee the maintenance of the City's accounting system and ensure compliance with GAAP, GASB standards, and other applicable financial regulations and laws.
- Coordinate and support annual financial audits and ensure accurate financial reporting and statements.
- Assist with the collection of overdue fees and fines and support the Municipal Court with financial matters.

Minimum qualifications

Candidates typically need a 1-3 years of accounting background or in a relevant field such as Accounting, budget, and finance, a minimum of 3 years of progressively responsible financial experience, ideally in Governmental accounting. Required knowledge includes governmental accounting, GAAP, GASB standards, internal controls, and municipal budgeting. Strong communication skills.

Note: The specific duties and responsibilities may vary depending on needs of the city.