

Budget and Fiscal Manager

Thurston County

Class Code: 1334 At-Will

Bargaining Unit:

Thurston County

Established Date: June 1, 2009

Revision Date: June 13, 2019

Salary Range

\$7,663.00 - \$10,217.00 Monthly

General Description:

The Budget and Fiscal Manager has overall responsibility for the development of the County's budget and associated policies, processes and procedures. This position routinely provides detailed analysis in support of budget decisions and plays a central role in the County's determination of its mission, functions, and service levels, and financial forecast planning. Directs and coordinates the County's budget team, and related projects. This is an "at will" position reporting to the County Manager and serves at the pleasure of the Board of County Commissioners and is expected to work collaboratively with other county elected officials and department heads.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

Essential Job Functions:

Develops and guides the development of budget policies and procedures, the annual budget development, budget reports, and mid-year supplements and transfers. Oversees the development of, reviews, and approves all budget forms and revision of budget related documents. Reviews budget reports and financial statements for adherence to budget and legal requirements.

In collaboration with elected officials and county managers, assesses internal and external trends and issues, revenue sources, expenditure requirements, service demands and other relevant matters and facilitates development of long-term fiscal strategies. This position is responsible for regular fiscal updates including detailed economic and revenue projections.

Develops or guides the development of the budget preparation systems process. This includes the coordination of the budget team, budget database, forms and procedures and the format and publication of the budget document.

Provides planning leadership and direction and develops strategic short- and long-range goals and objectives project efficiencies. Plans and organizes staff assignments related to various projects, continuously monitors project milestones, and adjusts priorities to ensure efficiencies and projects are meeting goals.

Supervises the work of assigned staff and develops work performance measurements and standards. Conducts performance evaluations and makes recommendations regarding personnel issues, such as hiring, disciplinary actions, and terminations. Works with Human Resources to address employee relations issues and concerns.

Provides consultation and support to the Board of Commissioners, County Manager, and all County departments for County budget related matters.

Regularly researches and provides reports regarding county fiscal issues. Develops and creates user friendly and understandable reports. Provides countywide multi-year financial plans and works with offices and departments in the development of specific financial plans.

Tracks and reports on budget expenditures countywide and provides analysis to the Board of County Commissioners in support of budget decisions.

In collaboration with the Auditor's Office and Financial Management Committee, facilitates the development and operation of budget tracking and monitoring systems, financial and operational reporting and other programs to ensure the effectiveness of the County's financial management policies.

Provides leadership in developing programs, organizational and financial plans with the Board of County Commissioners and staff and carries out plans and policies authorized by the Board.

Represents the Board of County Commissioners and the County Manager on various committees and organizations as assigned. Serves on various committees, special interest groups, and other community groups and agencies. Recognizes and has the ability to function effectively within a local political environment and sensitivities.

Coordinates with cities and other governmental entities or funding sources concerning shared financing arrangements including joint agencies and special districts.

Develops, coordinates and facilitates long range policy, financial and operational planning.

Coordinates post-adoption administration of budgets. Jointly with Prosecutor's Office, Treasurer, Financial Services, and County Manager, reviews and approves budget modifications and modification before they are presented for Board of County Commissioners action.

Develops multi-year planning of County's operational budget, consistent with Board of County Commissioners direction and goals.

Regularly reviews budget systems used to facilitate compliance with statutory constraints and Board of County Commissioners policies.

Conducts or coordinates studies of specific County operations, business processes, expenditure issues or related areas, as directed by the County Manager or Board of County Commissioners.

Monitors countywide grant activities to ensure programs are aligned with the Board of County Commissioners goals and objectives. Reviews and analyzes fiscal operations and account balances relating to grant programs.

Performs other duties as assigned.

Distinguishing Features:

This position is distinguished by its high-level fiscal and budgetary responsibility related to the mission and goals as directed by the Board of County Commissioners and the County Manager. This position is an appointed, "at-will" position and serves at the pleasure of the County Manager and the Board of County Commissioners.

Working Conditions:

Work is normally performed in an office environment, with frequent travel to meetings, including evening meetings as required. Frequent contact with the public, agency officials and staff require the incumbent to have the ability to communicate effectively in person, telephonically, and written. Incumbent may be required to work evenings, weekends and holidays.

Qualifications:

Bachelor's degree in economics, finance, public administration, accounting, or a related field and four years of increasingly responsible experience in government finance, accounting, auditing, analysis, design, and planning of local government finance, budgets, budget management, and support processes, with at least 2 years as a fullcharge governmental budget manager. One year of experience in staff supervision, motivation, and team building.

Must have comprehensive working knowledge of current local government budgeting practices and regional economic issues. Knowledge of Federal, State, County, and local laws, ordinances, codes, and regulations applicable to budgeting; in-depth understanding of the interfaces of budgeting and financial accounting/reporting; and the ability to interpret complex financial data and develop complex strategic plans.

Advanced computer skills, particularly as they relate to budget and financial systems.

Current Washington State Driver's License of have requested and obtained an appropriate accommodation.

Must have demonstrated experience within local or state government's political environment and sensitivities and have the ability to function effectively within that environment.

Desired Skills:

Advanced degree in economics, finance, public administration, accounting, or a related field is desired.

Certified Public Accountant (CPA) is preferred.

Advanced and comprehensive working knowledge of Generally Accepted Accounting Practices, Governmental Accounting Standard Board's pronouncements (statements, interpretations, technical bulletins, and exposure drafts), Financial Accounting Standards Board pronouncements, Generally Accepted Auditing Standards, and other pronouncements of nationally recognized accounting and auditing organizations.

Ability to effectively communicate budget related issues and processes to diverse groups throughout the organization.

Ability to research, analyze, evaluate and construct recommendations and plans for new budget service delivery methods, budget procedures, and budget techniques.

Ability to track, identify and review legislation that may impact the county budget and other financial influences.

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Created: 6/1993

FLSA: Exempt

Non-represented

Salary Chart: NonU / Range At-Will; 6/2019

History: Admin Changes (salary update) 6/2019; Admin changes (previous title: Budget Director) 6/2009