



Job Title: Budget Manager

Division: Finance

Status: Full-time

Salary Range: \$53,598.48-\$61,238.94

Job Description: see below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: [lewiss@huntingtonwv.gov](mailto:lewiss@huntingtonwv.gov). They may also apply in person at City Hall, Room 14 - HR Office, or complete the online application at [www.cityofhuntington.com](http://www.cityofhuntington.com). Click on "City Government," and then "Employment Opportunities." Applications/resumes will be received through the close of business on Friday, May 26, 2023.

### BUDGET MANAGER

Job Category: Administrative  
Department: Administration and Finance  
Division: Finance

Job Code No.: FIN-07  
Pay Grade: A17  
FLSA Status: Exempt

### NATURE OF WORK

This is responsible administrative and accounting work in carrying out assigned phases or general functions within the Finance Division.

Work involves responsibility for performing a variety of administrative duties of a staff and clerical nature. Work includes a variety of accounting activities related to fiscal, personnel and research, and continuous review and development of applicable procedures and policies. Initiative and independent judgment are exercised within the framework of stated objectives, established policies and practices, and major decisions are subject to approval. General review is provided through conferences with and reports to the Assistant Finance Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Undertakes special functions and directs and implements programs upon approval.

Performs a variety of administrative tasks in relieving the Assistant Finance Director of important details, such as preparing miscellaneous billings related to Retirees' health insurance and outside agencies.

Performs various staff and accounting duties, including those related to personnel, planning, budgeting, systems analysis, methodology, operations research, and complaints.

Performs financial analysis of revenue, expenditures, special accounts, grant funds, and account balances.

Participates in the preparation of the City budget; makes various mathematical computations and prepares work sheets and tables; prepares various financial reports; reviews and replies to correspondence.

Generates and reconciles various records on departmental activities pertaining to purchasing, travel expenses, contracts, billings, and related activities.

Generates grant financial reporting; maintains detail for grant expenditures and drawdowns.

Assists with the preparation of the annual audit reports; prepares the Schedule of Expenditures of Federal Awards.

Compares corresponding general ledger accounts between outside agency funds and the general fund.

Maintains capital lease schedule and prepares payments of capital lease agreements.

Reconciles returned checks and travel advances.

Audits/approves petty cash reimbursement requests.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in business administration and emphasis in accounting; experience in municipal governmental accounting work preferable; or any equivalent combination of education and experience.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, methods, and practices of municipal governmental accounting and related activities.

Considerable knowledge of the principles and practices of modern public or business administration.

Considerable knowledge of modern office management methods.

Considerable knowledge and ability in developing and maintaining spreadsheet software applications.

Skill in the operation of assigned equipment.

Ability to plan, organize, direct, and coordinate a variety of projects and activities.

Ability to develop and install approved administrative procedures and operations related to programs and work procedures and to evaluate their efficiency and effectiveness.

Ability to exercise independent judgment and discretion in applying and interpreting City policies and procedures.

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective working relationships with officials, employees, vendors, and the general public.

Ability to handle confidential information and matters in a discreet and professional manner.

#### SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

#### TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, printer, scanner, calculator, copy machine, fax machine, and postage machine.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, hear, see, and smell.

The employee may occasionally lift and/or move up to 40 pounds.

#### 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.

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

#### SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.