Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: **Budget Manager**

LOCATION: Finance

SALARY: $65,513 - $72,227/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: **Recruitment will be ongoing**

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for Departmental Transfer/Position Change form. Other parties interested in applying for this position will need to complete the Winnebago County Application for Employment.

WINNEBAGO COUNTY
POSITION DESCRIPTION
July 2021

POSITION TITLE: **Budget Manager**

DEPARTMENT: Finance

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Oversees and coordinates the County-wide budget preparation, and monitors adherence to the approved budget throughout the year. Manages fixed assets, capital projects, and related bond issues.

ESSENTIAL FUNCTIONS:

1. Manages the annual budget process, advising the Director of Finance of any concerns regarding deadlines, reviewing all departments' budgets to ensure consistency and accuracy in budgeting, and preparing various schedules to assist the Director of Finance, County Executive, and County Board in reviewing departments' budgets. Primarily responsible for the production of both the Executive and Adopted Budget books.

2. Manages the fixed assets, capital projects and debt service fund. This includes tracking of all capital projects, fixed assets, bond issues and repayment of debt.

3. Updates and maintains policies, procedures, and County Code for the Finance department.

ADDITIONAL ESSENTIAL DUTIES:

1. Administers the approved budget on a day-to-day basis to see that funds are being expended for the purposes approved.
2. Prepares the 5-year Capital Improvements Plan.
3. Assists with quarterly investment reporting.
4. Assists with activities related to bond issues.
5. Communicates and trains other departments on policies and procedures.
6. Conducts quarterly meetings with department heads to review financials versus budget.
7. Maintains capital project status reports and meets quarterly with project owner to review.
8. Prepares monthly County Board analysis.
9. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Director of Finance.
2. Works with and advises Finance Department staff and other department heads and their accounting personnel.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree in Business Administration with a major in accounting.
2. Two or more years' experience in governmental general accounting.
3. Five to seven years' experience in governmental or non-governmental general accounting can be substituted for the bachelor's degree requirement.
4. Ability to establish and maintain effective working relationships with others.
5. Current valid Wisconsin driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of principles and procedures of governmental accounting and budgeting.
2. Ability to apply established principles, theories, techniques, and methodology to a variety of financial matters.
3. Considerable ability to communicate effectively in oral and written form.
4. Computer skills including facility with Microsoft Office and Outlook applications and ability to learn and use governmental accounting software.
5. Strong written and verbal communication skills including listening skills.
6. Demonstrable ability to work under little direction or supervision with outside departments on preparation of annual budgets and capital projects. make constructive recommendation for improvements, including implementation.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations as well as attending accounting conferences around the state of Wisconsin, some involving overnight stays.