



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Budget Manager	Bargaining Unit	Non-represented
Functional Job Family	Accounting & Finance	Classification #	8011
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Grade #	325
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Establish, manage and monitor the annual budget development process and capital improvement plans. Communicate budget and financial information to facility directors, MERC Commission, Metro Council and other regional stakeholders. Provide leadership in policy development for budgeting functions. Serve as the liaison between MERC and Metro on budget development and implementation.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Coordinate annual budget development process by reviewing organization's performance, estimated revenue and expense reports, performance measures, and past budget numbers; ensure compliance with applicable federal, state, and local laws; analyze facility budgets and present findings and recommendations to MERC Commission and Metro Council.
- Manage the budget throughout the fiscal year to ensure legal compliance and adequate appropriations to continue business activity and complete capital projects; coordinate the development of capital improvement plans and oversee the request for funds.
- Develop the budget calendar, planning meeting agendas, and presenting detailed budget assumptions and instructions.
- Manage the audit process involving the review of budget planning and controls.
- Manage and track agency's position management function.
- Analyze accounting records and databases to determine adequacy of financial resources and to optimize cash management.
- Develop forecasting models to project alternative scenarios and to predict outcomes from business transactions under consideration.
- Prepare comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years.



- Attend various meetings to provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation; serve as the liaison for MERC and Metro financial systems.

Secondary Functions:

- Approve purchase card transactions and serve as check signer designee for MERC accounting.
- Administer the electronic timekeeping system.
- Act as project manager on various special and confidential projects.
- Review and approve accounting transactions and other accounting documents in absence of the accounting manager.
- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position is primarily an individual contributor. This position has no supervisory responsibilities but provides guidance and leadership on specialized areas to internal clients, and to less experienced members of the work group. This position provides expert staff support to the MERC Commission as needed.

Education and/or Experience; Certificates, Licenses, and Registrations:

- Bachelor's degree in business administration, public administration, accounting, finance, or a related field, and
- A minimum of five (5) years of financial analysis experience, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Necessary Knowledge, Skills and Abilities:

- Knowledge of budgeting principles, practices, and methods.
- Knowledge of applicable laws and standards of public budgeting and capital and financial planning.
- Advanced analytical skills to analyze complex business processes and identify risk and apply sound, well-balanced reasoning to reach decisions quickly and accurately.
- Skill in public speaking and presenting information and ideas to individuals and in group settings.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to manage projects using best practices, in an effective manner.
- Ability to establish and maintain effective, cooperative working relationships with those contacted in the course of work.
- Ability to communicate effectively, in writing and verbally.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to work various hours, including evening, weekends, and holidays

Physical Demands / Work Environment:

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.



- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist; sit for extended periods of time.
- Occasionally required to stand and/or walk for extended periods of time.
- Rarely required to reach with hands and arms, lift, push, pull and/or carry objects up to 10 pounds, stoop, keel, crouch or crawl, and twist and/or bend.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date