



JOB TITLE: Senior Manager of Budget
DEPARTMENT: Finance
REPORTS TO: CFO/VP of Finance
SALARY GRADE: 106
SALARY RANGE: DOQ \$84,533-\$105,667 annually

LAST REVISION DATE: 02/23
FLSA: Exempt
EEO: Professional

PURPOSE OF JOB

The position reports to the Chief Financial Officer and is responsible for directing and overseeing the Agency's annual capital and operating budget by monitoring financial performance, conducting professional fiscal analysis and research duties, and supervising personnel. The Senior Manager of Budget must be able to handle complex work which requires the use of independent judgment based upon a broader background of experience.

ESSENTIAL FUNCTIONS

1. Evaluate base budget request, recommend budget allowances, and develop detailed narrative explanations of changes.
2. Prepare budget summary schedules and department budget requests.
3. Coordinate the preparation of the detail budget documents and support materials through collaboration with other employees, divisions, and departments.
4. Prepare the budget document to a standard that obtains the Distinguished Budget Presentation Award from Government Finance Officers Association.
5. Prepare and/or present budget information to the Board of Directors and at agency public hearings.
6. Evaluate departmental expenditure estimates and make necessary adjustments.
7. Develop, coordinate and execute original analyses of financial performance and funding issues. Identify financing issues and concerns and develop timely and appropriate intervention strategies.
8. Perform a comprehensive analysis of special projects and prepare reports as requested by the department.
9. Analyze and forecast multi-year revenues and expenditures and prepare long range financial plan.
10. Coordinate & facilitate department's operating and capital program budgetary process.
11. Assist with all business objectives as required to support capital program including preparation of the monthly Capital Project report for distribution to Board of Directors.
12. Maintain the agency's budget system database.
13. Resolve budget problems for departments by assisting in identification of potential funding alternatives.
14. Monitor department budgets on a monthly basis, direct staff in preparation of monthly statistical reports, and coordinate quarterly meetings with department heads to identify and discuss potential budget revisions.
15. Assist with grant compliance reporting including compiling financial information for Texas Department of Transportation's (TxDOT) PTN-128 reporting.
16. Compile financial information for use in the National Transit Database (NTD) Reporting.
17. Recommend and implement budget and administrative policies, standards and procedures.
18. Perform other duties or projects of similar nature and level as assigned.

REQUIREMENTS TO PERFORM WORK

Education & Experience: (Any equivalent combination of education and experience)

- Good communication skills, strong writing skills
- Five (5) years of experience in governmental budgetary and/or financial planning activities.
- Bachelor's degree in finance, accounting, statistics, or related field.

Special Requirements: Hold a current valid Texas Driver's License.

Knowledge of:

- Principles, methods, and practices of governmental finance, budgeting, and accounting.
- Financial forecasting and performance monitoring.
- Modern office methods, procedures, and computer equipment.
- Microsoft Office suite including Word, Excel, PowerPoint, Outlook.
- Experience with Central Square ONE Solution or Finance Enterprise and/or COGNOS report writing software highly preferred.
- Knowledge of State and Federal grant funding process and requirements preferred.

Ability to:

- Work independently to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines.
- Establish cooperative working relationships and communicate effectively and sensitively with all levels of staff, executive management, and the Board of Directors, both verbally and in writing.
- Analyze and interpret research findings.
- Serve in consultant and training role to assist both employees and stakeholders in understanding all aspects of the budgeting process and financial plans.

The ideal candidate will:

- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback.
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities.
- Be open to collaborate and work in a team-oriented and helping environment.
- Possess an influential and welcoming communication style.
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels.

PHYSICAL ACTIVITIES

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; lifting light weight; reaching above the waist, and reaching below the waist; repetitive motion and fingering when using computer keyboard; and talking and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer, telephone, and calculator. The essential functions of this position are performed in an office environment.

Additional perks and benefits that accompany full-time employment with DCTA:

- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
 - Texas Municipal Retirement System (TMRS)
 - Employees Retirement System (ERS)
 - Judicial Retirement System of Texas (JRS)
 - Teacher Retirement System of Texas (TRS)
 - City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1

personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.

- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.