



## JOB OPENING

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### Budget Officer

**Salary Range:** \$63,600 - \$90,100

*Full-Time, Exempt position*

**Closing Date:** Open Until Filled

The Town of Miami Lakes is seeking an experienced Budget Officer. This is an advanced professional position responsible for the planning, managing, preparing, analyzing, reporting, monitoring and forecasting of budget and financial activities for the Town of Miami Lakes. This position provides fiscal analysis and assistance to the Town Manager and various department heads and performs projections of revenues and expenditures in accordance with the principles and procedures of public finance and budgeting.

#### **Essential Duties:**

- Assists in the development, implementation and ongoing maintenance of the Town's annual budget for all funds.
- Responsible for preparing Budget Amendments and Adjustments throughout the year
- Responsible for the annual preparation and submittal of the TRIM package
- Monitors budget activities, plans and performs economic and/or financial analysis and analyzes budgeting and accounting reports for the purpose of maintaining expenditure controls.
- Maintain the Town's salary and benefit projections.
- Assist Department Directors with development of budget monitoring tools.
- Plans and performs economic and/or financial analysis including: forecasting, revenue and/or expense projections, analysis of capital requirements, evaluation of financing alternatives, rate analysis, modeling and cost-benefit analysis.
- Brief Town Manager and executive staff on monthly financial projection.
- Conducts detailed studies determining method of analysis and trends to include various fee and rates analysis.
- Develop and maintenance of Capital Improvement Program. Track and oversee department expenditures, updating, analyzing and maintaining multiyear fiscal plan, review input and balancing by project/fund.
- Establish, maintains and monitors capital renewal and replacement program
- Plans, reviews and performs the work of recording capital asset transactions and project close outs.
- Maintain fixed assets records, including inventory oversight, depreciation and recording. Coordinates an annual physical inventory of all capitalized fixed assets of the Town.
- Identifies and addresses new sources of revenue and expenditure reduction
- Prepare monthly and/or quarterly reports related to CITT.
- Maintains historical revenue and expenditure cost data; prepares charts, graphs and reports for budget preparation and fiscal analysis.
- Perform fiscal and statistical studies and reports.
- Assist with the day to day duties and responsibilities of the Administration and Finance offices.
- Other tasks or duties as assigned by the Town Manager or his/her designee



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### **Knowledge, Skills, and Abilities:**

- Knowledge of General Accepted Accounting Principles (GAAP)
- Considerable knowledge of State and Federal laws governing municipal financial practices and procedures
- Excellent computer skills and experience using spreadsheet, charting, and other software tools, such as Microsoft Word, Excel, Powerpoint, and Outlook
- Ability to communicate effectively, both orally and in writing
- Experience in, or knowledge of, accounting and accounting principles sufficient to prepare complex and detailed financial and budgetary analyses and to address a variety of divisional/departmental/town-wide issues or budgetary problems
- Demonstrated analytical skills that allow for interpretation of budgetary, financial, and related management information
- Ability to prepare annual budgets, financial statements, reports, memoranda, letters, and other financial documents
- Excellent writing skills sufficient to draft professional reports and correspondence that is clear and concise
- Knowledge of auditing procedures and techniques
- Knowledge of Federal, State and Local laws as they relate to budget taxation and fiscal planning
- Ability to establish and maintain effective working relationships with coworkers, other Town departments, peers, vendors and the general public

### **Minimum Requirements:**

Bachelor's degree with a major in Finance, Accounting, Public Administration or related field; Master's degree desired. Minimum of four (4) years accounting, budget, or finance work experience, preferably within a local government or other governmental agency

Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening.

*The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.*

**To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: [Jobs@miamilakes-fl.gov](mailto:Jobs@miamilakes-fl.gov). Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.**

Approved: 01/29/19