



## CITY OF OREM

### HUMAN RESOURCES

Office	Job Hotline	TDD	FAX
229-7186	229-7170	229-7186	229-7306

## BUDGET OFFICER

**OPENING DATE: July 16, 2019**

**CLOSING DATE: Indefinite**

**DUTIES:** This is a full-time, FLSA-exempt, benefited position working under the direction of the Finance Director, and performs complex professional administrative budget work. Conducts budgetary policy and procedure reviews and advises City officials on methods to improve budgetary operations; proposes, drafts, and reviews updates of City-wide budget policies and procedures. Plans, organizes, coordinates, prepares, and administers the annual City-wide operational budget. Prepares and assists in the management of the Capital Improvement Program (CIP) budget in cooperation with the City Manager's Office, Finance Director, Human Resource Division Manager and other staff. Reviews Departmental budget submittals and makes recommendations. Participates in budget hearings. Assists in revenue projections and analysis. Assembles preliminary and final budget document. Assists in developing and maintaining expenditure and revenue forecasts. Reviews budget requests to ensure they conform to budgetary guidelines. Prepares and participates in budget discussions and decisions, and makes budget presentations to the Mayor, City Council, City Manager, and the public. Monitors and analyzes the budget throughout the year; provides up-to-date and accurate budget and cash-flow information to City officials. Performs other duties as assigned.

**QUALIFICATIONS:** Requires a Bachelor's degree from an accredited college or university on Finance, Accounting, Public Administration, or a closely related field; a related Master's degree is preferred. Three (3) years of increasingly responsible experience in a public agency performing budgeting, financial analysis, and report writing is preferred. Previous experience working with budgets in a finance department is desired. Must be able to work evenings during certain periods of a fiscal year. Knowledge of effective budgeting principles, methods, and techniques including outcome based budgeting and multi-year budgeting. Knowledge of governmental accounting principles, methods, and techniques. Knowledge of Federal, State, and County laws, policies, and procedures pertaining to work performed. Knowledge of the application of theories and organizational management principles and their relevance to a governmental entity. Ability to maintain cooperative relationships with those contacted in the course of work activities. Ability to communicate clearly and effectively both verbally and in writing, including with charts, graphs, and other visuals. Ability to work well under pressure and impending deadlines, and to train and lead others. Maintains a valid Utah Driver's license. The successful candidate will be required to pass a pre-employment drug screen and a criminal background investigation.

**SALARY:** \$5,492.58 to \$8,238.88 per month depending upon qualifications. **SALARY WILL GENERALLY START AT LOWER END OF SALARY RANGE.**

**APPLICATIONS:** Those interested in applying should submit their application online at [www.orem.org](http://www.orem.org) or to the Human Resources Office. **ONLY THE INFORMATION ON OR ATTACHED TO THE APPLICATION WILL BE USED FOR SCREENING PURPOSES.**

**THE CITY OF OREM IS AN EQUAL OPPORTUNITY EMPLOYER  
56 NORTH STATE STREET OREM, UTAH 84057**