

MEMORANDUM

DATE: December 18, 2024
TO: All Interested Individuals
FROM: Personnel Department
SUBJECT: ANNOUNCEMENT OF POSITION VACANCY – New Position
POSITION: Budget Coordinator - Finance
SALARY RANGE: P; \$69,784.00 – 94,224.00 annually

Position Summary

This position performs professional and complex administrative work and is responsible for consolidating data for the presentation of the budget and performance measures. The role includes analyzing budgetary data and requests, applying budget guidelines, and ensuring compliance with municipal procedures, local ordinances, and Tennessee Code Annotated Statutes. Work is performed under the general direction of the Finance Director.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Conduct budget preparation and financial research to support the formulation and administration of the annual operating and/or capital budget.
- Schedule and coordinate Operating and Capital Budget meetings to discuss budget requests with management and department leaders.
- Perform comprehensive analysis of department expenditures, recommending budget adjustments based on financial research and historical trends.
- Assist with providing information for annual reporting and the audit as needed.
- Monitor accounts to ensure expenditures do not exceed adopted budget levels.
- Research and implement innovative budgeting practices.
- Assist with problem solving of budget issues such as feasibility of service expansions.
- Plan and execute budget procedures, including monthly expenditure and revenue monitoring, and provide updates to management.
- Lead teams, facilitate meetings, and draft high-quality documents and materials.
- Prepare and coordinate legal advertisements for public hearings and budget-related meetings.
- Prepare and maintain the detailed annual budget document.
- Assist departments in preparing budget transfers and amendments, agenda items, and supporting materials.
- Update fee schedules and fee income forecasts for the annual budget.
- Provide budget and performance measurement training.
- Support the Finance Director with special studies requiring data analysis and reporting.
- Coordinate or participate in special projects, including the preparation and monitoring of the Capital Improvement Plan.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Tennessee Code Annotated Statutes and local ordinances governing municipal finance.
- Knowledge of Principles and practices of finance, budgeting, and strategic planning.
- Knowledge of Functions and operations of municipal agencies.
- Knowledge of City policies, procedures, and practices.
- Knowledge of local government organizations and their departmental operating requirements.

Required Education, Experience, Licensing, and Certifications

- Bachelor's Degree in accounting, business, or a related field from an accredited institution.
- Five years of experience in finance administration or an equivalent combination of education and experience.
- Public finance administration experience preferred.

Individuals interested in submitting for this position must complete an application/resume online at <https://www.oakridgetn.gov/386/Job-Openings> **by 12:00 Noon, January 8, 2025.**