

**CITY OF FONTANA  
RESOURCE/BUDGET OFFICER**

**DEFINITION:** To coordinate in the preparation of the operating and capital improvement budgets; performs complex long and short range economic forecasts, analysis and reports on the City's financial and budgetary conditions. This position receives general supervision from higher level management, and may exercise supervisory control over assigned professional, technical and clerical personnel.

**EXAMPLES OF DUTIES:** The Resource/Budget Officer has the daily responsibility of coordinating the budget preparation, reviewing and monitoring budget transactions, and provides analysis of available funding.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Assist in the design and implementation of systems and forms for use in budgeting operations; participates in the design and installation of new and revised programs, systems, procedures and methods operation.
- Compile materials and assists in the preparation of reports, manuals and publications.
- Assist in developing and maintaining financial forecast models; develops monitors and revises revenue and expenditure forecasts; review and analyze economic forecasts as part of the City's fiscal position; monitor and prepare reports on economic trends that effect the City.
- Conduct periodic examinations of financial records, reports and budgetary and financial procedures to determine accuracy, and compliance with established procedures for such transactions, making recommendations for improvements in processes or procedures as assigned.
- Assist in the preparation of budget schedules and other statistical and financial reports.
- Interpret computer generated reports; assist in the design and implementation of computer reports to gather and analyze data.
- Compile, research and analyze financial and economic data.
- Develop effective financial methods and procedures.
- Analyze and make specific recommendations on budget requests.
- Analyze data, draw logical conclusions and make independent decisions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE, AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag and push files, reports, or other materials weighing up to 25 pounds is also required.

### **EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Accounting, auditing, and budget principles, practices and procedures.
- Financial and economic forecasting techniques.
- Revenue management and collection procedures.
- Methods for analyzing and reporting financial data.
- Data processing input and control systems.

**Experience:** Three years of increasingly responsible professional experience in accounting, auditing, financial analysis, budgeting and/or economic forecasting.

**Education:** Education equivalent to a Bachelor's degree from an accredited college or university with major coursework in Accounting, Economics, Finance or a closely related field.