



BUDGET MANAGER

Open Until Filled

Salary: \$60,000-\$85,000

JOB SUMMARY:

This position provides budget and finance management, assistance and support to the organization. The budget manager works with the Sun Tran CFO and City of Tucson financial staff in the development of operating and capital budgets.

QUALIFICATIONS: Requires a Bachelor's degree, or equivalent and a minimum experience of five years up to and including seven years.

MAJOR FUNCTIONS:

- Oversees day-to-day accounting activities and business operations in accordance with financial policies and procedures.
- Manages month end and year end closing processes and ensure adjusting entries have been done in alignment with City of Tucson.
- Provides monthly projections and provide support for the annual budget.
- Develops and administers budgets by creating, preparing, and evaluating budget requests, analyzing operational and financial trends; projecting revenues and expenditures.
- Coordinates budget changes with departments; conducting research on funding service levels; recommending funding and expenditure strategies; and submitting completed budgets to management.
- Manages budgets by monitoring and evaluating expenditures and revenues; preparing financial and budgetary reports for review; compiling and analyzing both financial and operational data; develops organizational cost containment strategies.
- Provides budgetary funding, revenue and expenditure strategies by communicating with CFO and staff to coordinate budget development and oversight. Providing analysis as necessary making recommendations; implementing policies or decisions; and maintaining financial and operational data for historical purposes.
- Completes various accounting functions by analyzing and reconciling various general ledger accounts; providing assistance with month and year end closings; assisting in the tracking and reconciliation of fixed assets; preparing and submitting various reports; providing information as requested; attending special meetings; and completing special projects as assigned.

Benefits: Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401k retirement plan.

To Apply: Apply at 3910 N. Sun Tran Blvd., or download an application form from our website at www.suntran.com and fax it to (520) 293-3348 or e-mail it to suntranhr@tucsonaz.gov.

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.