

**Job Title:** Budget Supervisor

**Job Status:** Full-Time

**Department:** Accounting

**Job Grade:** 606

**Reports To:** Accounting Manager

**Work Setting:** Hybrid

**Pay Status:** Exempt

**Date Created/Updated:** 9/19/2024

**Location:** Headwaters

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### Position Summary

Under general direction of the Accounting Manager, the Budget Supervisor is responsible for planning and coordinating the budget process, supervises and provides leadership to the Budget Analyst position as a critical role of the budget team, oversee and facilitate the accounting analysis and review of expenditures and preparation of the operating and capital budgets for departments, and serves as a support function to departments on budgetary issues, solutions and education of the budget process.

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### Essential Duties & Responsibilities

#### SUPERVISORY DUTIES

- Assists with hiring process & responsible for coaching and training budget personnel on all aspects of budgeting processes
- Responsible for completing performance reviews, counseling, performance improvement plans and recommending disciplinary action for direct reports
- Prepares staff schedules, approve & monitor leave requests to ensure adequate coverage, backs up duties when needed
- Manages budget staff to produce accurate and timely budgets and reports
- Assists staff with special budget requests and scenarios
- Responsible for creating and monitoring operating budget
- Promotes open communication with direct reports to enhance teamwork
- Promotes support and participation in meeting NBU Performance Measure goals
- Ensures personnel are safety conscious and adhere to NBU safety guidelines and practices at all times and in all situations
- Possess ability to use higher level cognitive skills required to plan, organize and strategize
- Public speaking skills to address team, Board, and public if required

#### BUDGETING DUTIES

- Prepares the Financial Operating Plan (FOP) budget document to include request & review of write-ups, overview of plan, and assembly and distribution of final document
- Establishes and manages an overall, year-round budget development timeline for the budget to include training of departments
- Serves as an administrator for the Budget System
- Assists with preparation of the annual budget calendar and coordinates the scheduling of budget meetings with appropriate department representatives.
- Oversees & assists in the annual budget and five-year financial operating plan, including the long-term financial forecast and budget files, and review of departmental O&M and capital budget submissions.
- Assists with written and oral presentations for budgetary items.
- Develops an expertise in the financial applications to ensure budget staff and departments are knowledgeable of the budget process, forms and systems.

- Provides recommendations to management on improvements to the annual budget process.

#### SPECIAL PROJECTS

- Updates and implements new budget processes
- Participates in special budget related projects such as cost of service studies, impact fee studies and other finance department projects as assigned.
- Develops & documents budgeting processes and procedures

#### TRAITS AND CHARACTERISTICS COMPETENCIES

- Ability to prioritize and meet numerous deadlines
- Strong attention to detail and accuracy
- Self-motivated and innovative
- Demonstrates professionalism and integrity
- Possess excellent analytical and strategic thinking skills
- Communicates effectively both written and verbally, including public speaking
- Adheres to strict confidentiality of information

#### GENERAL RESPONSIBILITIES

- Maintains regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable
- Adheres to NBU safety guidelines and practices
- Maintains a clean and safe work area
- Maintains strict confidentiality of business, employee and customer information in written and oral communications and safeguards sensitive documents
- Develops & maintains effective customer service skills for communications with co-workers, customers and the public in general
- Adheres to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety
- Participates in and supports initiatives to reach annual NBU Performance Measures

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#### Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Field of Study: Accounting, Finance, Public

Work Experience Time Frame: Five Years or More

Other: Click or tap here to enter text.

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#### Certification and Licensures Requirements

None

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#### Other Minimum Qualifications

- 5+ years of experience in accounting, finance, public or business administration is required as is relates to preparing multi-department governmental budgets, or business improvement reports.
- Minimum of one year of supervisory or leadership experience or an equivalent combination of education and experience.
- Preferred advanced skills in Microsoft Excel, especially in the area of pivot tables and data management. Position requires skill and experience in collecting, managing, and analyzing large amounts of data.
- Technical ability to sufficiently analyze, design, and create various statistical reports or other reports as directed.
- Ability to communicate effectively so that information is clearly understood by recipient
- Ability to establish and maintain effective working relationships with NBU staff and the general public
- Strong sense of urgency, personal initiative and drive to be able to work effectively under extreme deadlines and changing priorities without close supervision.

## Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Other Software Knowledge

Experience with computerized financial systems

## Experience with Machines, Tools, Equipment and Other Work Aids

Copier, computer, scanner, fax, calculator, telephone

## Physical Demands

### Standing: Rarely

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

### Fine Dexterity: Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

### Walking: Rarely

- To Other Departments/Office/Office Equipment
- Around Worksite

### Lifting: Rarely

- Supplies
- Equipment
- Files

### Carrying: Rarely

- Supplies
- Equipment
- Files

### Sitting: Constantly

- Desk Work
- Meetings
- Driving

### Reaching: Rarely

- For Supplies
- For Files

### Handling: Occasionally

- Paperwork
- Monies

### Kneeling: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

### Pushing/Pulling: Rarely

- File Drawers
- Equipment
- Table and Chairs
- Hose

### Climbing: Rarely

- Stairs
- Ladder



Customers)							
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**Health and Safety Conditions**

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

**Primary Work Environment:** Office Environment

**Other:** Click or tap here to enter text.

**Overall Strength Demands**

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

**Non-Physical Demands**

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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### Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

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Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

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Date