



JOB TITLE: Controller / Budget Officer	DEPARTMENT: Finance
ROLE & LEVEL: Non-Management	REPORTS TO: CFO
GRADE: 8	FLSA STATUS: Salaried / Exempt
Salary Range: 115k – 130k	Entrance Salary – DOQ
Resume & Cover Letter accepted via email / PDF format to: Recruitment@nbvillage.com	Open until filled

WORK OBJECTIVE:

This position is responsible for planning, organizing, and controlling the budgeting and financial forecasting processes, ensuring that financial resources are efficiently allocated and aligned with the strategic goals of the organization. The individual will work closely with the Chief Financial Officer to provide financial insights, ensure compliance, and monitor performance against budgetary targets.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Works closely with the CFO to design, implement, and manage financial and accounting procedures.
- Lead the development of the annual budget in collaboration with Village departments, aiming for the Governmental Finance Officers Association's (GFOA) Certificate of Achievement.
- Monitor departmental budgets, prepare amendments as needed, and ensure expenditure align with approved budgets.
- Enhance and monitor internal controls over financial disbursements, including payroll, cash disbursements, and bank transactions.
- Ensure adherence to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- Conduct financial analyses to identify cost-saving opportunities and efficiency improvements.
- Develop financial forecasts to guide strategic decision-making.
- Supervise and coordinate the work of accounting and clerical staff to ensure accuracy and timeliness.

- Collaborate with department heads to understand financial needs and constraints.
- Compiles the budget for all Village departments and funds; calculates income/expenditure projections, presents budget to the Village Commission; advertises and attends public hearings.
- Prepares budget and millage ordinances and documents compliance with truth-in-millage requirements.
- Assists with preparing the annual financial statements and coordinates the annual audit.
- Oversees the Village's investments; analyzes funding needs, availability, and debt issues; reviews investment activity and prepares related monthly journal entries
- Performs other duties as required or as assigned

Supervision:

N/A

MINIMUM QUALIFICATIONS:

Bachelor's degree in finance, business administration, public administration or a closely related field; supplemented by five or more years' progressively responsible experience in public administration to include budget development; or an equivalent combination of education, certification, training, and/or experience. May be required to have a valid Florida state driver's license. May be required to have or obtain additional formal industry certification(s) based on the area of assignment.

PREFERRED QUALIFICATIONS:

- Master's degree or Certified Public Accountant (CPA) designation. Familiarity with Innergov software.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the essential functions established to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits
- Advanced knowledge of modern municipal administrative methods and procedures, organizations, and functions
- Knowledge of current social, political, and economic trends and operating issues of municipal government
- Advanced knowledge of the maintenance and audit function of a government accounting system
- Advanced knowledge of finance and accounting principles and practices and the analysis and reporting of financial data
- Knowledge of applicable federal and state laws, rules, and regulations regarding local government operations
- Skill in preparing and administering budgets
- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software

- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to delegate, manage, and supervise effectively
- Ability to handle confidential information with tact and discretion
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to respond to citizen inquiries and complaints, effectively, concisely, and tactfully
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to pass the required background check and drug screening

PHYSICAL REQUIREMENTS:

Depending on the functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.