



City of Mansfield

Kelly Blankenship, Finance Director
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JOB POSTING BUDGET MANAGER

BARGAINING UNIT	GRADE	STEP	HOURLY	ANNUALLY
NON-BARGAINING			\$26.00 – \$37.00	\$ 54,080 – \$76,960

Reports To: Assistant Finance Director
FLSA Status: Exempt

ABOUT US: The City of Mansfield is a vibrant and growing community nestled in the heart of Ohio. We are committed to providing exceptional services and maintaining the highest standards of financial integrity. As part of our dedication to transparency, accountability, and efficiency in our operations, we are seeking a highly skilled and experienced Budget Manager to join our Finance team.

POSITION OVERVIEW: As the Budget Manager for the City of Mansfield, you will be responsible for leading and overseeing the city's budgeting processes, financial planning, and fiscal operations. This pivotal role requires a detail-oriented professional with strong analytical skills and a comprehensive understanding of municipal finance and fund accounting.

KEY RESPONSIBILITIES:

- Develop, implement, and monitor the city's annual budget, ensuring alignment with strategic goals and financial policies.
- Prepare and analyze complex budget documents, forecasts, and financial reports to support decision-making and policy development.
- Coordinate with department heads and city officials to gather budgetary data, assess funding needs, and optimize resource allocation.
- Oversee the financial planning process, including multi-year financial planning and capital improvement programs.
- Provide training and guidance to city staff on budget preparation, fiscal management, and compliance with applicable laws and regulations.
- Conduct budget reviews and variance analysis, identifying trends, risks, and opportunities for cost savings and efficiency improvements.
- Prepare and present budgetary reports, summaries, and recommendations to the City Council, management team, and other stakeholders.
- Ensure compliance with all relevant financial regulations, accounting standards, and auditing requirements.
- Collaborate with external auditors and assist in the preparation of the Annual Comprehensive Financial Report (ACFR).

QUALIFICATIONS:

- **Education** – Bachelor’s degree in Finance, Accounting, Business Administration, or related field; minimum of five years’ experience in municipal budgeting, financial management or a related field, with at least 2 years in a supervisory or managerial role.
- **Technology** – Proficiency in budget software, financial management systems, and Microsoft Office applications, particularly Excel.
- **Language Skills** – Ability to clearly and effectively interact, in both written and oral communication, with stakeholders, management, and co-workers.
- **Leadership** – Demonstrated leadership abilities, including problem solving and strategic planning in a municipal finance setting.
- **Organizational** – Excellent organizational and time management skills, with the ability to prioritize tasks effectively.

BENEFITS:

- Competitive salary commensurate with experience
- Comprehensive benefits package including health, dental, vision insurance, retirement plan, and paid time off
- Opportunities for professional development and advancement
- A supportive work environment with a diverse and inclusive team

HOW TO APPLY:

If you are passionate about promoting accountability, transparency, and excellence in Mansfield’s financial operations, we encourage you to apply for this exciting opportunity. Please submit your resume and cover letter detailing your qualifications and why you are interested in joining our team.

Send resume and cover letter by mail: Finance Department
City of Mansfield
30 N. Diamond St.
Mansfield, OH 44902
by email: Kelly@ci.mansfield.oh.us

APPLICATION DEADLINE: JULY 31, 2024

We thank all applicants for their interest in joining the City of Mansfield Finance Department; however, only those selected for an interview will be contacted.