



JOB DESCRIPTION: Budget Manager

Job Title: Budget Manager
Department: Operations
Reports To: Chief Financial Officer
Classification: Regular, Full Time, Exempt
Supervisory responsibility: Yes
Salary range: \$58,000 - \$88,000 Depending on Experience

Position Summary:

The function of the Budget Manager position is to generate, understand, and utilize financial budget reports necessary for monitoring and managing financial transactions of operational departments, projects or activities. This position supports the management team in a variety of financial and operational decisions. The Budget Manager is responsible for managing finance department staff.

Provides support to Visit California staff, through information analyses (e.g. current processes, actual performance vs. budget and prior year, budget, etc.), who rely on/benefit from the information to make informed business decisions.

Key Duties & Responsibilities:

Estimated % of Time

75%

Activity

Budgeting

1. Ability to generate, understand and utilize financial budget reports necessary for monitoring and managing financial transactions of operational departments, projects, or activities
2. Perform monthly review of budget-to-actual data for reasonableness, and investigate and resolve unusual or incorrect items
3. Follow Visit California procedures and generally-accepted accounting principles in approving forms, records, or documents which are used to produce financial transactions
4. Proactively identify and advise on potential budgetary impacts
5. Prepare the organization's budget
6. Report favorable and unfavorable variances from budgeted financial expectations to program level budget liaisons and keep the Chief Financial Officer apprised
7. Monitor expense charges for appropriate classification and inclusion in correct fiscal year and ensure that laws, regulations,

and Visit California policies are followed, especially for any applicable sponsor terms, conditions, or restrictions

8. Provide budgeting processes and tools to Visit California staff
9. Perform special projects and other duties as assigned by management

25%

Management

1. Establish and maintain written policies and procedures of the budgeting process
2. Manage outsourced functions
3. Assist with the process for evaluating (for consistency with budget) procurement and recruiting requests
4. Oversee accounting department staff
5. Provide accurate, timely and complete information to the accounting department as well as all other departments

Essential Qualifications:

To perform this job successfully, an individual must be able to perform each key duty satisfactorily. The individual must respect and protect the confidentiality of information acquired in the course of budget oversight responsibilities. The individual must act ethically, honestly, and responsibly in managing financial resources and information.

Bachelor's degree in finance or accounting, or equivalent business experience, is required. Minimum of seven years' experience with budget formulation and analysis. Excellent communication skills are required for presenting concepts in a clear, concise and well-organized manner, particularly in presenting the results of analyses to management. Outstanding knowledge of electronic spreadsheets is required. Experience working independently, but within a team environment, is essential.

Compensation:

In addition to a competitive salary, Visit California offers an excellent health benefit package. We also offer a fantastic PTO and holiday leave package, 401(k) plan, parking and much more!

How to Apply:

Please send your cover letter, resume, and salary requirements via email to Sacramento Staffing, help@sacramentostaffingagency.com.

Visit California has an organizational commitment to the principles of diversity and inclusion, In that spirit, we welcome all qualified individuals without regard to race, religion, color, sex, ancestry, gender, gender identity, sexual orientation, age, marital status, disability, national origin, medical condition, U.S. veteran/military status, pregnancy, or reasonable accommodation.