

As the Technology Budget Strategy Lead, you will provide strategic and technical advice in the preparation, review, and presentation of the Office of Technology's Annual Budget.

JOB DESCRIPTION

- Technology Budget Strategy Lead
- Works under the general supervision of the Technology Capital Investment Manager.
- Serves in the Office of Technology at the Headquarters Office.

Assists the Technology Capital Investment Manager with the preparation, review, and presentation of the Office of Technology's Annual Budget. Manages the billing system for existing technology-related products and services and performs a range of analytical work to determine pricing schedules for current and future technology products and services. Performs related functions.

GENERAL RESPONSIBILITIES

- Coordinates the development of the Office of Technology's operating and capital annual budgets for inclusion in the Airports Authority's Annual Budget. Reviews the validity of budget data.
- Identifies appropriate economic assumptions and indicators for budgeting or trends impacting expenses and revenue for future years. Develops short- and medium-term budget forecasts and identifies opportunities for enhanced financial performance.
- Audits current year spending versus budget estimates and prepares monthly budget analysis reports. Makes recommendations to the Manager for appropriate budget reconciliation. Tracks performance measures. Facilitates periodic Office budget reviews to upper management.
- Works with Budget Analysts in resolving conflicts or clarifying data.
- Collaborates in procurement planning for Airports Authority IT procurements.
- Prepares justifications, Board Papers, and other documents, as necessary, for requisite funding approvals.
- Tracks budgetary and financial contract compliance. Identifies opportunities to control contract costs through contract pricing structure, contract consolidation and other means.
- Coordinates with staff regarding audit and quality control issues as well as acceptable completion of work.
- Creates Office of Technology project records in the internal financial system and ensures that funding approval(s) have been granted.
- Collaborates with the Technology Administration Team to ensure seamless operations as well as to provide timely budget data.
- Oversees monthly vendor invoicing and the billing system for Office of Technology based products and services.
- Liaises with all necessary parties to resolve tenant billing issues. Oversees monthly charge-back of purchase card(s) usage.
- Conducts market research and benchmarking analysis as well as compiles business intelligence to develop pricing schedules for current and future technology products and services.

- Performs other duties as assigned.

QUALIFICATIONS

- Six years of progressively responsible experience in budgeting, contract administration, and billing.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to develop and use economic assumptions for budgeting and preparing budget-year estimates.
 2. Ability to write and edit budget requests, monitor and track expenses, and reconcile budget expenditures.
 3. Knowledge of and skill in budget planning, formulation, and execution.
 4. Skill in handling contracts, pricing, and financial models.
 5. Ability to perform detailed analyses of financial and budget data and make recommendations.
- Ability to speak and write effectively.
 - Skill in using a computer and modern office suite software, with emphasis on using enterprise budgeting and project management systems.

PREFERRED QUALIFICATIONS

- Budgeting and contract administration experience for technology-related products and services.
- A Bachelor's Degree in Accounting, Finance, or Business Administration.

EDUCATION

- A Bachelor's Degree in any field, or an equivalent combination of education, experience, and training that totals four years.
- A fully equivalent combination of education and experience beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the six years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.