



Sundance Square is seeking qualified individuals looking for a rewarding career in the heart of downtown Fort Worth. The Sundance Square team creates a safe environment for all through training, vigilance, and teamwork, while always maintaining a professional demeanor. We are dedicated to serving the residents, tenants, and visitors of Sundance Square.

We pride ourselves in providing a sense of security for all members of our community and visitors to enjoy our shopping, dining, and entertainment venues.

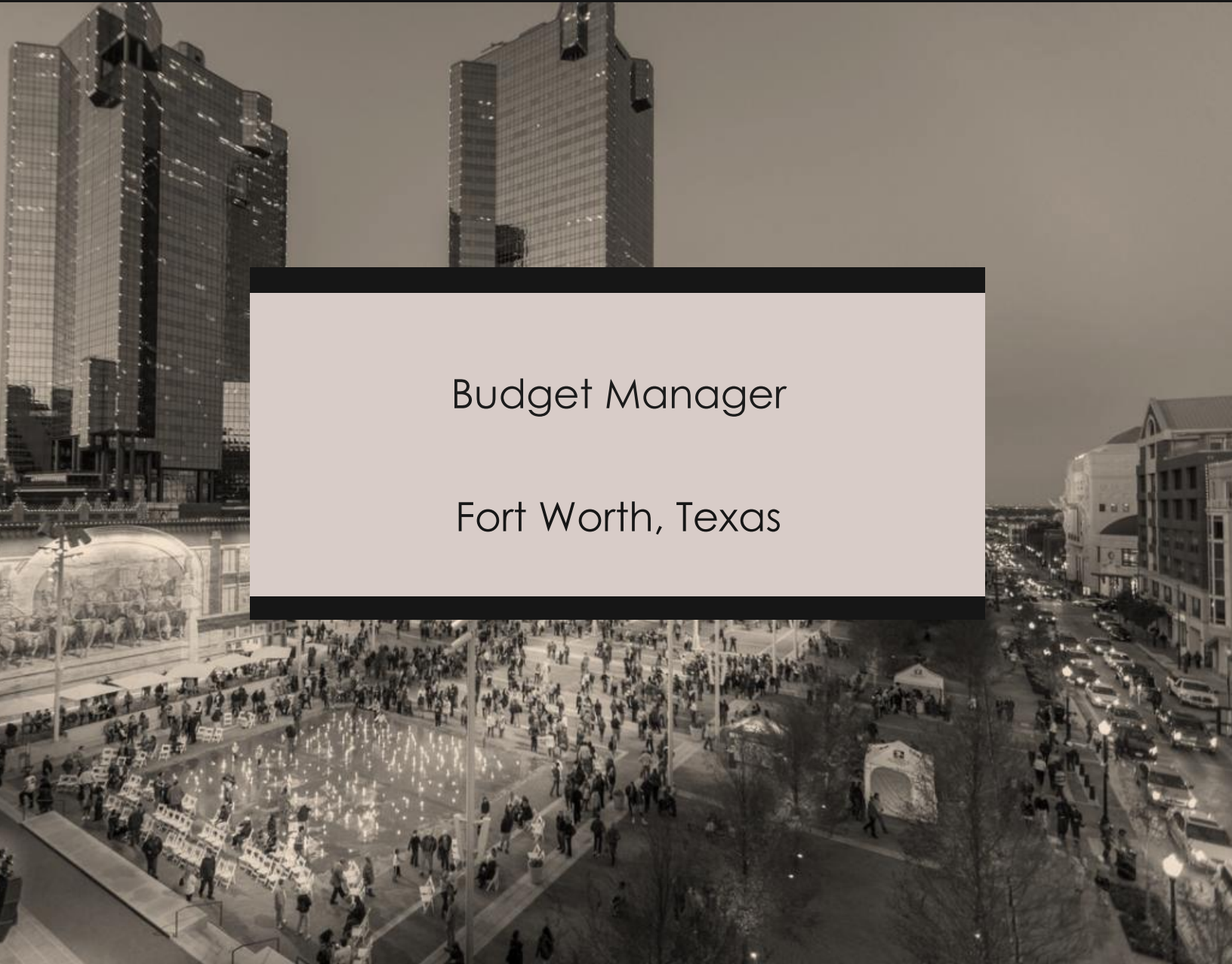
Sundance Square offers great pay, excellent benefits, and ongoing professional development in a collaborative team culture.

To apply, please review the relevant job description. **Next, submit a resume and cover letter to [info@sundancesquare.com](mailto:info@sundancesquare.com).** Please make sure to include **the position's title** in the subject line of your email.

# Sundance Square

Budget Manager

Fort Worth, Texas



# Budget Manager Overview

---

Sundance Square has become a model for urban development, creating a large cultural and economic impact on the city of Fort Worth.

As the Budget Manager, you will report directly to the Director of Strategic Resourcing of Sundance Square Management.

## The Budget Manager Role

---

The Budget Manager will be responsible for managing operating and capital budget development, as well as monitoring and reporting budgetary activities. They must be self-motivated, enjoy working with others, have outstanding communication skills (written and verbal), and have close attention to detail. The Budget Manager must work well within a cross-cultural team environment.

### **In this role, the Budget Manager's primary job responsibilities include:**

- Providing leadership and analysis in development, monitoring and reporting of company's annual operating and capital budgets
- Conducting analyses and reviews of departmental operations and expenditures, budget requests, capital plans
- Developing and leading training workshops and providing instructions on budget processes and methods
- Working closely with Accounting & Finance as appropriate on revenue projections, fee/rate schedules, accounts payable functions, or other financial research and analyses depending on company need
- Planning and facilitating Building & Grounds biweekly meetings for capital planning
- Providing visibility to ownership and company leadership team on budget-related topics and reports
- Training company personnel on budget practices and procedures
- Providing budgeting and financial recordkeeping for campus projects and initiatives, including large-scale capital projects
- Researching, analyzing and formulating policy and practice recommendations regarding relevant budgetary and management topics
- Assisting in cost comparisons and evaluations for procurement and contract purposes
- Managing budget- and finance- technology solutions including service as subject lead for implementing new modules and/or softwares as appropriate
- Coordinating evaluation of current and potential business processes for improved work goal achievement as needed; directing process refinement and development through collaborating with internal stakeholders

In addition to performing the key responsibilities of this position, the Budget Manager must exemplify our values and guiding principles to ultimately fulfill our purpose.

### **Required Knowledge, Skills and Abilities (Qualifications)**

- Advanced knowledge of budget practices and procedures, including varied methods of budgeting, economic analysis, forecasting and financial reporting
- Ability to analyze historical data, identify trends and make recommendations
- Knowledge of basic accounting practices

- Experience preparing and delivering presentations and trainings for diverse audiences
- Intermediate Excel skills at minimum and ability to adapt to various softwares/technologies
- Strong verbal and written communication skills
- Customer service skills to serve as a liaison with internal staff
- Ability to research, critically think and deduce logical conclusions
- Demonstrated problem-solving and strong analytical skills
- Bilingual (English/Spanish) is desirable

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Generally required to stand, walk, sit, climb, carry, use hands, handle documents, bend and stoop as needed, and reach with hands and arms
- Must be able to verbally communicate with others and exchange accurate information
- Ability to receive detailed information through oral communication, and to distinguish sound and perceive the nature of sounds at normal speaking levels with or without correction

### **Work Environment**

The work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit at a computer for an extended period of time

\*Must be able to perform all of the essential duties of the job with or without reasonable accommodation

Sundance Square Management and Sundance Square Security are both Equal Opportunity Employers. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs, both do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.