

Class Concept

The Budget Manager is responsible for coordinating and planning budget activities, including annual and biennial budgets. This position is governed by state and federal laws and agency/institution policy. Directs the activities of a large-sized, mostly professional and administrative support staff by interviewing applicants, hiring, terminating, assigning and reviewing work, training, and evaluating the performance of incumbents. Analyzes monthly department budgeting and accounting reports to maintain expenditure controls. Provides advice and technical assistance with cost analysis, fiscal allocation, and budget preparation. Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations. Summarizes budgets and submits recommendations for the approval or disapproval of funds requests. Reviews operating budgets to analyze trends affecting budget needs. Compiles and analyzes accounting records and other data to determine the financial resources required to implement a program. Performs cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods. Performs other duties as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, practices and theories of accounting, auditing, budgeting or financial management.
- Thorough knowledge of governmental finances and institutional fund accounting.
- Thorough knowledge of state and federal laws and regulations applicable to the area of employment.
- Thorough knowledge of state governmental fiscal and budgetary processes.
- Thorough knowledge of office management and organizational concepts.
- Ability to manage and direct complex financial management systems.
- Ability to interpret and analyze financial data and reports.
- Ability to interpret complicated federal and state statutes, rules and regulations pertaining to applicable programs.
- Ability to manage professional Accountants, Budget Manager, Analysts and administrative staff.
- Ability to communicate effectively and disseminate information to senior management.

Minimum Education and Experience

Bachelor's degree in accounting, business, finance or other discipline related to the area of assignment from appropriately accredited institution and four years of progressive related experience, three of which must have been supervisory in nature; or equivalent combination of training and experience.