

Class Concept

This position serves as a highly advanced leader responsible for budget preparation, management and execution for certain specifically assigned agencies and budgets within the Statewide and Infrastructure section. The State Budget Manager position represents the Governor and State Budget Director in legislative committees and serves as the primary liaison between the Governor and assigned state agencies. The position manages a staff of State Budget Management Analysts who are responsible for all activities associated with budget development, administration, and execution for departments and institutions representing a segment of the State's operating budget. Budget development/preparation includes the analysis of biennial budget proposals to establish their relationship to the current level of agency operations and any projected expansion/reduction needs. Budget execution includes the processing of budget revisions and quarterly allotments and involves analysis of program operations, objectives and measures as it relates to expenditure of funds and collection of receipts.

As part of the Management Team, positions assist in planning work operations and setting priorities to meet goals and objectives of OSBM. They make changes in budgetary concepts, methods, procedures, staff assignments to accommodate changing priorities and staff capability as well as manage administrative issues related to assigned work unit. They develop sound and tenable solutions for complex budget administration and execution issues and provide expert advice to executive and legislative policy makers. They make decisions that affect assigned departments and institutions, as well as operational planning and staffing. They also assist in the development and review of statewide budget policies and procedures.

Positions review budget instructions with appropriate agency personnel to ensure compliance. They review worksheet used to prepare the base budget and negotiate any necessary or allowable increases or decreases with agency personnel. Positions review the change budget (increase/decrease) funding levels; prepare summaries of these requests, and make recommendations to management for the Governor's Recommended Budget. They issue official budget certification for assigned agencies after review and compilation of General Assembly action on Recommended Budget. They review and take action on requested budgetary changes (budget revisions) by agencies ensuring compliance with the State Budget Act and legislative intent. Positions determine intent of the General Assembly through appropriation bills, committee reports and discussion. This is key to the responsibility for reviewing budget revisions and other budget requests. Positions review and approve allotment of funds as well as confer with and advise agency officials concerning impact of programmatic changes. They administer statewide management directives and assist in implementation of legislative mandates. They analyze current year budget performance using monthly expenditure reports to determine if revenues and expenditures are in balance according to the State Budget Act.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public administration and state government budgeting and accounting in North Carolina, especially budget preparation and execution.
- 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.
- Skills in establishing and maintaining effective working relationships with a variety of associates, legislators, other public officials, and the public.
- 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.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

- Ability to manage professional Accountants, Budget Manager, Analysts and administrative staff.
- Proficiency in organizing and presenting clear oral and written reports of findings and recommendations.
- Demonstrated proficiency in financial and program analyses.

Minimum Education and Experience

Bachelor's degree in accounting, business, finance or related field from an appropriately accredited institution and seven (7) years of progressive related experience preferably in governmental accounting or budgeting, including one (1) year in advanced and responsible analyst or administrative capacity, and three (3) years of which must have been supervisory in nature; or equivalent combination of education and experience.