

Budget Manager - Board of Supervisors (Prescott)

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Company: Yavapai County

Location: Prescott

Category: other-general

About the Position:

Summary:

Role

Under general supervision of the County Administrator, performs work of considerable difficulty in the management, preparation, development, monitoring and administration of the County budget and administration of departmental budget activities.

Major Duties, Responsibilities

Manages the preparation, development, monitoring and administration of the County budget, including reviewing, analyzing, and making recommendations concerning new program plans and related funding requests.

Serves as System Administrator for budget program OpenGov.

Coordinate the budget process with the Finance Department.

Provides technical assistance to County staff; resolves staff budget problems; provides training in the preparation, presentation, and monitoring of annual budgets.

Conducts long-range revenue and expenditure forecasts; develops forecast models and identifies revenue sources necessary to finance operations and capital projects.

Prepare and maintain the County's Cost Allocation Plan in conformance with Circular A 87

guidelines and full cost allocation guidelines.

Consults on strategic and business planning with departments, County administration, and the Board of Supervisors.

Performs research and analysis on identified special projects for management.

Answers questions from the public and other governmental agencies regarding budget information.

Oversees the administration and preparation for the Title III Forest Fee Program.

Oversees the monitoring and tracking of Title III expenditures.

Performs other job-related duties as assigned.

Minimum Qualifications

Education:

Bachelor's Degree in Accounting, Business Administration, Public Administration, Statistics, or related field or equivalent.

Experience:

A minimum of four (4) years of experience in accounting or budgeting, preferably in a public or governmental environment. An equivalent combination of directly related work experience and education may substitute for the degree requirement on a year-per-year basis.

Additional Requirements:

Must possess a valid Arizona driver's license.

Other Skills

Required Knowledge, Skills, and Abilities:

Knowledge of:

Practices, procedures, principles, and techniques of governmental budgeting, budget control, monitoring, and accounting.

Business English, spelling, grammar, punctuation, and composition.

Clerical office practices and procedures.

Research techniques and report writing.

Current Microsoft Office software.

Filing and recordkeeping.

Skill in:

Planning and developing budgets.

Exercising creativity and resourcefulness in developing communication programs, strategies, and plans.

Communicating effectively verbally and in writing and communicating orally in a face-to-face setting and by telephone with public and employees.

Establishing and maintaining effective working relationships with employees, other agencies, and the public.

Organization and adherence to detail.

Ability to:

Prepare clear and concise reports and presentations.

Develop and maintain effective working relationships with associates, employees of other departments, representatives of other organizations, County officials, and the public.

Keep management informed of key operating issues affecting the department.

Remain current in knowledge required to perform assigned duties.

Handle confidential matters and maintain discretion always.

Work professionally and effectively with co-workers, clients, victims of crime, witnesses, and the general public.

Act with courtesy, tact, and diplomacy.

Physical Requirements:

Ability to sit or stand for extended periods of time. Sufficient vision to read printed materials and a computer screen; hearing and speech ability to communicate effectively in-person and telephonically. Capable of frequent repetitive movement of arms, fingers, and wrists. Ability to lift up to 30 pounds.

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