

# BUDGET MANAGER

## DEFINITION

This is an advanced professional position and is responsible for managing the budget and internal policy analysis functions for the County, providing advanced budget and program analysis and evaluation services to the County Executive and the Board of Supervisors. The position supervises professional budget and program auditors. Work includes conducting and overseeing independent fiscal, operational and legislative compliance audits of county departments, systems and vendors. Work is performed under the general direction by the Director of Administration.

## EXAMPLES OF DUTIES

Supervises professional auditor positions and manages the Office of Management and Budget. Plans, develops analyzes and oversees the implementation of the capital budget and operating budget. Plans, develops and manages department and countywide research, policy analysis, and management analysis (determines programs to be audited; determines scope of audit; conducts study and monitors other professional audit positions conducting study; prepares reports containing findings and final recommendations and reviews conclusions of subordinate audit positions, makes final recommendations to the County Executive and Board of Supervisors). Coordinates audits of grants in conjunction with the external auditors; develops financial and accounting policies and procedures for county; implements and evaluates audit findings and recommendations; analyzes prospective state and federal legislation for impact on County operations.

### Education and Experience:

Possession of a bachelor's degree in business or public administration, economics or related field and four years progressively responsible professional experience in budget analysis and auditing, including supervisory experience; or any combination of experience and training that would provide the following knowledge, skills, and abilities.

### Knowledge and Abilities:

Thorough knowledge of the principle, theories and practices of accounting, auditing and budget management; thorough knowledge of local, state and federal laws, policies, rules regulations and standards pertaining to public sector accounting and auditing; considerable knowledge of data processing applications for accounting, auditing, and budget analysis and preparation work. Considerable knowledge of local government functions and operations; ability to communicate complex ideas effectively, both orally and in writing; ability to analyze difficult and complex issues and to make recommendations for proper actions; ability to establish and maintain effective working relationships with other employees, County officials, representatives from governmental and community agencies, and the general public. Effective supervisory and managerial skills and techniques.