



COCHISE COUNTY
invites applications for the position of:

Budget Manager

SALARY: See Position Description
OPENING DATE: 05/25/22
THE POSITION:

BUDGET MANAGER

SALARY: \$74,456 - \$111,684 (*anticipated hiring salary \$75,000 - \$82,000*) annually dependent upon qualifications, plus a comprehensive benefits package to include membership in the Arizona State Retirement System

OPENS: Wednesday, May 25, 2022
CLOSES: Friday, June 10, 2022 at 5 p.m.

PLEASE NOTE:

- All positions at Cochise County require a pre-employment background screening
- This position is Exempt from the Fair Labor Standards Act and is an Unclassified position, not covered by Cochise County Merit Rules

NATURE OF WORK: Under the general direction of the County Administrator, manages and develops the annual County Budget for the Board of Supervisors. Reviews, analyzes and makes recommendations on department funding requests and prepares statutory budget forms. Provides capital planning and development. Assists the budgeting activities related to departments, elected offices and special district budgets. Analyzes economic and financial data and develops moderately complex reports for forecasting analysis. Assists in financial studies regarding projected changes in revenues and expenditures. Oversees revenue and expense budgets, including grants and contracts in post award period. Provides support to County Administration in assessing the budget impact of proposed legislation Ensures compliance with County/State/Federal regulations and restrictions. May train others in budget related policies and procedures. Performs related duties as assigned.

ESSENTIAL FUNCTIONS:

ESSENTIAL FUNCTIONS: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TYPICAL DUTIES: (Illustrative Only) Analyzes complex financial data and extracts and defines relevant information; interprets data for the purpose of determining past financial performance and/or to project financial status. Coordinates and assumes a leadership role in the development of unrestricted funds budgets and grants. Analyzes budget patterns, projects, expenditures, and prepares approved budget. Compiles working papers and approved budgets; ensures that expenditures for budgets, grants, and contracts are monitored and that reports are prepared to maintain balanced accounts. Assists in the development of management, narrative,

and statistical reports. Develops moderately complex financial reports for forecasting, trending, and results analysis. Submits reports for review to state and national regulatory agencies and professional organizations. Monitors, identifies, and communicates over expenditures to administrative staff. May resolve funding shortfalls. Keeps abreast of laws and regulations that apply to a particular staff function or field of professional expertise to maintain up-to-date compliance. Uses appropriate cost rates, such as indirect and benefit rates for proposed budgets. Reviews budget justification to ensure it relates to budgeted dollars. Administers the expenditure of funds, ensuring that funds are expended according to sponsoring organization's stipulations and appropriate County guidelines. Confers with appropriate internal and external administrative offices to ensure that required procedures are followed. Provides instruction and answers questions relating to budget procedures and serves as liaison between the Finance office and County departments. Identifies budget issues, provides alternative solutions and resolves problems. Monitors and approves expenditures throughout the budgetary period. Reviews and approves payroll documents needed to implement payroll/personnel transactions. Applies knowledge to procedures to review and record personnel activities or individuals compensated through federally-funded projects. Uses various software applications, such as spreadsheets and graphics packages to assemble, manipulate and /or format data and/or reports.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Accounting, Business Administration, Public Administration, Finance or a closely related field from a regionally accredited institution of higher learning recognized by the US Department of Education; AND a minimum of three (3) years of experience in budget management, or analysis, preferably one (1) year in governmental accounting; An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered. Must possess and maintain a valid Arizona driver's license and the ability to be covered by county insurance.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- rules and regulations applicable to governmental budget and accounting governmental accounting;
- financial record keeping and reporting procedures;
- automated accounting systems;
- principles and theories of fund accounting;
- public sector budgeting and financial control procedures;
- county government organization and functions;
- statutes, policies, and procedures pertaining to county budgeting and taxation.

Skill in:

- the use modern office automation applications and equipment;
- the use of integrated accounting, budgeting, and financial reporting systems.

Ability to:

- communicate effectively, orally and in writing;
- read, write and speak English;
- Plan, direct and integrate a variety of complex financial planning and budgeting programs and activities;
- perform difficult and complex analyses and research
- make oral presentations of proposals and recommendations clearly, logically, and persuasively;

- establish and maintain effective working relationships with departmental directors, other agencies, and the public;
- make independent judgments and work effectively without close instruction or supervision;
- use logic, experience, and knowledge to evaluate situations and determine the appropriate course of action;
- demonstrate competence and trustworthiness to assure the public that resources are being safeguarded and managed appropriately;
- identify opportunities to improve or refine operations;
- effectively communicate accounting matters to individuals with little or no accounting knowledge;
- tactfully deal with angry or emotional people.

WORK ENVIRONMENT: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

PHYSICAL REQUIREMENTS:

Essential functions of this position require: lifting up to 10 pounds, manual dexterity, may include fine motor skills, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally, and all other sedentary criteria are met.

Mental Application: Utilizes memory for details and verbal instructions, requires emotional stability, critical thinking, adaptability and creative problem-solving skills.

Cochise County is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cochise.az.gov>

Position #050922
 BUDGET MANAGER
 PC

Cochise County 1415 Melody Lane, Building F
 (Arizona Superior Court, Cochise Co. P.O. Box 204)
 Bisbee, AZ 85603
 County: (520) 432-9700
 Courts: (520) 432-8503

HumanResources@cochise.az.gov

Budget Manager Supplemental Questionnaire

* 1. What do you see as the greatest challenge to local government budgets over the next three years?

* 2. What do you like most about public service?

* Required Question