



Cochise County

Public Programs...Personal Service
www.cochise.az.gov

Budget Manager

Anticipated Salary: \$75,000 - \$82,000 annually dependent upon qualifications plus a comprehensive benefits package to include membership in the Arizona State Retirement System.

Closing Date: Position is open until filled with applications reviewed upon receipt and may close at any time.

Introduction to Cochise County: Founded in 1881, [Cochise County](#) is located in the southeastern corner of Arizona and is 6,219 square miles with a 2010 census population of 131,346. The mile-high city of [Bisbee](#) is the county seat where our residents enjoy some of the best weather in the nation and a [high quality of life!](#) Cochise County offers our employees a comprehensive benefits package to include membership in the [Arizona State Retirement System](#).

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.

TYPICAL DUTIES

- 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.

For more information and to apply, go to <https://www.schooljobs.com/careers/cochise/jobs/3568912/budget-manager?pagetype=jobOpportunitiesJobs>