

State of Georgia Job Description

Job Family: Financial
Job Code: FIM030
Job Title: Mgr, Budget
Functional Level: Manager (MGR)
Pay Plan: Statewide Salary Plan (SWD)
Grade: N
Salary Range: \$62,331.12 - \$81,955.29 - \$101,579.45

Job Summary:

Manages activities related to budget preparation and procurement. Supervises the preparation, maintenance and management of an overall agency or division budget. Directs subordinate supervisors and staff.

Primary Duties & Responsibilities:

- Interviews, hires, directs, trains, evaluates the performance of, and when necessary, disciplines and discharges employees
- Manages human resources and directs administrative activities
- Analyzes actual performance against budgeted performance and makes determination of causes for budget variances
- Coordinates the budgetary operations with statistical section, operations analysis, and planning and accounting function
- Develops and modifies planning and budget policies and procedures
- Directs the preparation of the Zero Base Budget (ZBB) and/or Results Based Budget (RBB)
- Maintains comprehensive knowledge of governmental budgeting procedures and common operating methods in budgeting
- Monitors expenditures to ensure compliance with audit guidelines and legal and procedural requirements
- Monitors the day-to-day activities of the procurement process
- Provides recommendations on fiscal and budgetary matters
- Supervises and participates in budget preparation and maintenance

Entry Qualifications:

Bachelor's degree in accounting, finance, or public/business administration from an accredited college or university and three (3) years of professional job-related experience in accounting, budgeting, or general management, which includes two (2) years in a managerial or supervisory role; or two (2) years of experience at the lower level Budget Analyst Spv (FIP013) or position equivalent.

Preferred Qualifications:

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

NOTE:

The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.