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TO APPLY**

**Finance/Budget Manager
Salary Band 4**

FLSA: Non-Exempt

Reports to: Director of Management Services

Staff Supervisory Responsibility: Yes

We Value

- Trustworthiness
- Openness
- The Highest Ethics
- Efficient Stewardship
- Knowledge
- Collaboration
- Service
- People

General Service Areas/Conditions: Primarily indoor office environment with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

- Records routine ledger entries ensuring state, federal, and accounting standards described by the auditor of public accounts are followed;
- Provides accounting assistance and routine general budget maintenance for other departments as required;
- Provides guidance on routine financial matters to department heads;
- Coordinates the budget process by managing the spreadsheet that tracks historical, current and proposed revenues and expenses;
- Facilitates the budget preparation for CIP requests, operating budget requests and carryover requests;
- Analyzes spreadsheets for budget implications;
- Takes on moderate-high difficulty projects assigned from investigation to implementation;
- Prepares various accounting spreadsheets;
- Responsible for maintenance of the general ledger chart of accounts;
- Prepares monthly financial statements;
- Records all general ledger, payroll, and other journal entries;
- Oversees the monthly Appropriations;
- Responsible for routine grant administration and ensures proper accounting of grant revenue from State and Federal agencies;
- Assists Director of Management Services with annual audit and year-end accounting entries;
- Oversees fixed assets program;
- Oversees month-end processes;
- Coordinates processes with the Treasurer;
- Coordinates software report training for various departments as needed;
- Assists Director of Management Services with other duties and projects as assigned

Qualifications:

- Bachelor's degree
- Three years of related experience.
 - *Additional education and/or training may be substituted where applicable.*
- **Desired:** Master's degree in Accounting of Financial Management;
 - CPA certification
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

Core Skill Sets:

- Must have Advanced Excel skills to develop and manipulate complex Excel spreadsheet;
- Ability to verify spreadsheet data for accuracy and relevance;
- Extensive knowledge of public/governmental accounting and office management;
- Comprehensive understanding of mainframe based accounting systems and personal computer based spreadsheets;
- Thorough understanding and ability to utilize the county's adopted software platform.