

# BUDGET AND PERFORMANCE MEASUREMENT MANAGER

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Position Code: 3501  
WC Code: 9410  
FLSA Status: Exempt  
Pay Grade: 354  
Location: Finance  
Approval Date: 2016

## **General Statement of Duties**

Performs complex professional and difficult administrative work, and is responsible for consolidating data for the presentation of the budget and performance measures.

## **Distinguishing Features of the Class**

An employee in this class exercises considerable initiative with wide latitude for independent judgment and is expected to resolve problems of a professional and technical nature. Work involves management of the budget, and performance measurement operations. Work is performed in accordance with established municipal procedures, local ordinances and North Carolina General Statutes. Work is performed under the direction of the Finance Director.

## **Duties and Responsibilities**

Leads the construction of the annual budget, capital improvement plan, and personnel plans along with guidelines and procedures for staff to follow when submitting their budget and CIP requests.

Analyzes budget and financial data to create forecast models and uses these to determine financial impacts of large purchases and long-term debt.

Gathers and compiles department level budget information and relays/presents the information to town management and Town Board.

Researches and implements budgeting innovations and best practices

Works with department heads to create benchmarks and performance measures.

Creates strategic reports and presentations.

Evaluates the performance of a program.

Examines past budgets.

Leads or participates in specific research projects and reporting.

Performs capital budgeting and planning, trend analysis, and related financial management tasks.

Prepares a wide variety of financial reports requiring various analyses.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

Comprehensive knowledge of North Carolina General Statutes and of local ordinances governing municipal budget preparation and financial practices and procedures.

Comprehensive knowledge of the principles and practices, finance and budgeting.

Thorough knowledge of the functions and operations of municipal agencies.

Ability to analyze and develop budget estimates.

Ability to develop and conduct technical training programs.

Ability to conduct detailed research and prepare reports and findings.

Ability to establish and maintain effective working relationships with others.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of fingering, feeling, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

### **Minimum Education and Experience**

Bachelor's Degree in accounting or business from an accredited college or university and five to seven years of experience in public finance administration (Master's degree in Public Administration preferred); or an equivalent combination of education and experience.