

Cumberland County is seeking

Budget and Management Analyst I

Starting Salary
\$56,443 - \$59,500

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The Budget and Management Analyst I position involves professional research and analytical duties in the preparation, communication and execution of the County's operating and capital improvement budgets, financial planning, financial evaluation of programs, and special research projects. Participates in the annual budget process, including conferring with assigned departments in the preparation of their expenditure budget requests; analyzing funding requests; aiding in strategic planning; assisting in the development and review of bench marking, performance indicators, measures and objectives; assisting in the development of short and long-range financial plans and forecasting; attending budget meetings; preparing and reviewing assigned sections of the budget document; assisting with responses to budget inquiries; and performing other related activities.

Work is characterized by use of automated systems to prepare financial reports, conduct financial analysis, and manage and coordinate budget preparation process.

Examples of Duties

- Assesses, reviews and analyzes assigned departmental budget requests and makes appropriate recommendations as to funding levels using objective analytical methodology and established policy criteria.
- Periodically reviews departmental expenditure and revenue collection patterns to identify potential financial problems and recommends corrective action.
- Assists in the development of Capital Improvement Program to facilitate planning and implementation of necessary capital investments.
- Reviews, analyzes and makes recommendation on the fiscal and programmatic impact of operational and service initiatives.
- Assists in evaluating county programs and services to determine efficiency and effectiveness and to assess the achievement of established goals and objectives using key performance indicators.
- Conducts special management studies as assigned and presents findings and recommendations.
- Performs other duties as assigned



Budget and Management Analyst I

Minimum Qualifications

Graduation from a college or university with a major in accounting, economics, public administration, finance or related field and at least one year of experience in budget administration. Budget experience in local government preferred.

Necessary Additional Requirements

Successful completion of Basic Math, Reading Comprehension, Spelling, Intermediate Word & Excel, and PowerPoint will be required. Candidates selected as highly qualified will be contacted via email by a Human Resource representative to set up testing. Make sure to check the email address on your application for letters about testing. Some email servers may see correspondence as spam, so it is important to check your junk email as well.

Supplemental Information

- Considerable knowledge of public accounting practices and procedures; considerable knowledge of laws, rules, regulations, policies and practices to follow in the accounting function;
- Considerable knowledge of accounting systems, policies, and procedures; considerable knowledge of computer operations and applications related to accounting and financial analysis and reporting
- Considerable knowledge of the use of spreadsheets for fiscal trend and analysis.

- Ability to understand, interpret, and apply laws, policies, grant requirement, in the development and maintenance of a variety of financial records and reports; ability to analyze and interpret financial data, perform trend analysis, and prepare clear and concise reports
- Ability to use a calculator and a computer for the maintenance of accounting and other fiscal records
- Ability to make computations accurately and with reasonable speed,
- Ability to verify account and other financial documents and forms for accuracy and completeness
- Ability to establish and maintain effective working relationships with department heads, vendors, employees, and the general public
- Ability to communicate effectively in oral and written forms

Must have a valid driver's license with an acceptable driving record at the time of hire. Within 60 days of hire, must obtain and show proof of a valid NC Driver's License and must maintain an acceptable driving record while employed.

Background check and negative drug test are also required.



Come work with us! Click here to apply.



Cumberland County is a great place to live and grow with a job offering competitive salary and benefits. Cumberland County offers the amenities of larger urban areas with plenty of open space within the county's boundaries.

World-class entertainment venues such as the Crown Coliseum, Cape Fear Regional Theater and a Houston Astros-affiliated minor league baseball stadium in downtown Fayetteville.

There's plenty of history in Cumberland County, from the Revolutionary War through modern day military engagements. The Airborne and Special Operations Museum downtown offers a comprehensive overview of the most elite, cutting-edge military units and their important contributions to our freedom.

If you are interested in continuing your education, Cumberland County is home to award-winning, innovative colleges like Fayetteville State University, Methodist University and Fayetteville Technical Community College.

An All-American City, Fayetteville offers diverse commerce and trade including one of the most densely developed shopping districts in the entire state.

Interested applicants please review the Classification and Compensation System Administrator announcement located at the link above and submit your electronic application.

co.cumberland.nc.us

