



# Director of Budget

**Job Code:** DIR - 128  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$36.48 - \$59.68 Hourly  
\$2,918.40 - \$4,774.40 Biweekly  
\$75,883.00 - \$124,137.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to direct and coordinate budgeting activities including budget formulation, monitoring, and presentation. Directs the compilation of data based on statistical studies and analysis of past and current years to assist cost center owners and Divisions prepare budgets and to justify funds requested. Reviews monthly, the annual and period divisional operating statements with staff and division heads, to analyze trends and identify variances to the approved budget. Relies on problem solving and creating solutions to plan and accomplish goals.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Manages the annual budget preparation process ensuring the budget is fiscally sound and justified.
- Plans, directs, and coordinates, the compilation of data based on statistical studies and analysis of past and current years, used to prepare the annual budget.
- Manages and directs the budget department staff in preparing monthly budget analyses for assigned divisions; facilitates monthly operational budget meetings with division heads and their management staff.

- Responsible for the budgetary approval and processing of financial documents in the budget and general ledger systems.
- Coordinates administrative and clinical Divisions and cost centers with establishing and maintaining operating budgets.
- Formulates procedures and operating policies, within area of responsibility.
- Investigates, analyzes, designs, develops and implements appropriate cost-effective solutions to business issues.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree in Accounting, Finance, Business or Public Administration supplemented by four (4) years of progressively responsible professional budgeting, accounting, financial experience or related experience; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.

- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.