

Job Description

Job Title:	Budget Manager
Job ID:	120230
Date Closed:	08/06/2015
Business Unit:	Charlotte Area Transit System
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

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Major Duties and Responsibilities:

A management level position which reports to CATS Chief Financial Officer. The position manages the development and implementation of the Charlotte Area Transit System (CATS) operating budget and capital investment plan; performance measurement and transit program evaluation initiatives in compliance with Federal, State and local regulations, policies and directives. Other responsibilities involve periodic reports on financial performance, participation in long term financial planning, accounting systems and cash management in compliance with requirements of the Federal Transit Administration (FTA) and other financial stakeholders; management of significant Federal and State grants programs; coordination of CATS capital financing program; financial controls and reporting associated with budget and capital projects. Participates in periodic reviews and specialized projects, implementation of financial policies and other transit specific research. Coordinates Federal and State government reviews, audits and other studies associated with CATS programs as required. Supervises and directs a staff of financial professionals.

Minimum Qualifications:

Requires a four year degree in public administration, business administration, accounting or related field, with seven years of increasingly responsible budget and strategic planning experience; or a Master's degree with three years of experience; experience in the public sector is highly desirable; experience with financial planning and debt financing is a plus. Proficiency in word processing, spreadsheets, and presentations (Word, Excel, and PowerPoint) required; experience in working with PeopleSoft, Munis, Clarity systems is desirable. Knowledge of North Carolina Budget Control Principles and practices is desired. Must be able to successfully pass a pre-employment drug test, criminal background check, education verification, and DMV check. Must be eligible for a City Driving permit.

Interested candidates must apply online to be considered. A separate resume and cover letter can be emailed to: gmyers@charlottenc.gov.

Salary Range:

Negotiable

How to Apply

Applications must be submitted online.

Conditions of Employment:

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws

requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. Some positions may require the ability to obtain a City Driving Permit. Candidates may also be required to pass a physical examination, polygraph exam, other skill evaluations and background check screens.

The City of Charlotte is an Equal Opportunity Employer.

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