Human Resources
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Budget Manager

JOB CODE	JOB FAMILY	PROFILE
JCM504	**Financial Services**	**Budget Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**September 21, 2026**

The Budget Manager plans, organizes, manages, and reviews the work of professional and technical staff involved in financial planning for both long- and short-term forecasting. This position assists in the administration and operations of the Budget Office in accordance with applicable standards, statutes, and federal and state laws. Employee supervision includes hiring, training oversight, performance assessment, coaching, discipline, and termination actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees the budget planning and preparation process; organizes, manages, and reviews the work of professional and technical staff performing budgetary planning and related activities on a county-wide basis.
- Provides complex financial management support to Bernalillo County and the Board of County Commissioners; prepares budget agenda items and offers technical expertise on budget matters.
- Ensures accurate execution of advanced budget functions and financial analysis; defines objectives and develops departmental guidelines and policies.
- Prepares and submits technical reports to the New Mexico Department of Finance and Administration and other state and federal agencies.
- Reviews and analyzes fiscal planning, revenue forecasting, debt analysis, tax rate forecasting, and other financial projections.

- Coordinates and prepares the County's biennial operating budget and budget books as required by County resolution, state statutes, and GFOA guidelines.
- Recommends actions to maintain a balanced budget and adequate reserves.
- Develops budget strategies for long-term sustainability.
- Conducts fiscal impact studies, cost/benefit analyses, and project and program evaluations; coordinates implementation of special projects assigned by the Director.
- Prepares the County’s operating budget and budget books in accordance with County resolution, state rules, and GFOA guidelines.
- Assists with preparation, administration, and monitoring of the operating budget.
- Reviews the budget financial system to determine management needs and support decision-making; recommends alternative techniques, methods, and procedures.
- Reviews current financial data for alignment with budget plans; recommends alternative actions as needed and outlines the potential impact of different operating decisions.
- Coordinates fiscal planning, revenue forecasting, and other financial advice.
- Contributes to departmental service quality by developing and coordinating work teams; effectively supervises and manages staff in line with departmental policies.
- Assumes overall departmental responsibilities when designated by the department director.
- Assists in the development, communication, training, and implementation of the Department’s Emergency Operations Plan (EOP). Communicates the plan to all staff, ensures all roles are assigned and delegated, and executes emergency management procedures to protect residents and employees.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Business Administration, Public Administration, Economics, or a related field.
- Ten (10) years of related work experience in budgets, economics, finance, or accounting.
- Four (4) years of experience in a managerial role.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Essential job duties take place indoors in a temperature-controlled environment.
- Primary work surface is level and consists of carpeted or tiled flooring.
- Employee primarily works alone but can work with groups or designated teams as needed.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials handled include logs, spreadsheets, graphs, charts, writing utensils, and various office forms.