



Looking for Work
That Matters?

We're Hiring!
Join Our Team.

We are Accepting Applications for the Following Position:
Budget Officer (10022)

Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbpublichealth.com.

POSTING DATE: 11/04/2024

APPLICATION DEADLINE: 11/18/2024

EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

LOCATION: Richardson Health Center

DIVISION/DEPARTMENT: Administration

SALARY INFORMATION: \$75,000.00 Annually / Pay Grade M / Job Code FIP013

DUTIES: Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees, develops, prepares, analyzes and/or revises large or complex budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management. Supervises and plans work of assigned staff. Analyzes agency budgeting and accounting reports/requests to maintain expenditure controls. Analyzes or develops policy and budget-related initiatives. Makes recommendations based on analysis. Assesses financial data to determine the resources required to implement a program, or to analyze trends. Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations. Produces comprehensive analytical reports. Compiles quarterly Board Reports. Takes the lead for coordinating organization's new fiscal budget. Compiles reports for yearly funding from the County. Compiles reports for yearly indirect cost adjustments to the State. Responsible for fiscal year closing and assisting outside auditors. Requests budgetary codes, and/or record/audit expenses, or document use of funds and adherence to budget allocations. Reviews, interprets and writes policies and procedures associated with budget and other financial matters. Serves as budget expert for agency or multiple programs and develop reports for agency, DPH or other government entities. Supervises the budget preparation, auditing, and related operations

MINIMUM QUALIFICATIONS: Associate's degree in accounting, business/public administration, or finance from an accredited college or university and five (5) years of fiscal analysis job-related experience, which includes one (1) year in a lead worker, team leader, or supervisor role; or two (2) years of experience at the lower-level Budget Analyst 3 (FIP012) or equivalent position.

PREFERRED QUALIFICATIONS: Bachelor's degree in accounting, business/public administration, or finance from an accredited college or university, knowledge of public health, state/federal funded programs, EXCEL, Word, and/or PowerPoint programs.

NOTE: Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: jannise.gray1@dph.ga.gov.*

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.