DeKalb PUBLIC HEALTH

Looking for Work That Matters? **We're Hiring!** Join Our Team.

We are Accepting Applications for the Following Position:
Budget Manager (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: 11/04/2026 **APPLICATION DEADLINE: 12/04/2026**

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: **$73,759.76 Annually / Pay Grade N / Job Code FIM030**

DUTIES: Under general direction, manages and oversees the budget development, administration, monitoring, analysis, and fiscal reporting activities for DeKalb Public Health. Serves as a budget subject matter expert for the agency and/or multiple programs and provides guidance to leadership regarding budgetary requirements, financial trends, expenditure controls, funding, and fiscal policy.

Supervises, guides, and/or instructs subordinate staff and coordinates agency-wide budget activities. Analyzes financial and budgetary data to support informed management decisions and ensure compliance with applicable federal, state, county, and agency requirements. Develops, interprets, and implements budget policies and procedures and serves as a liaison with internal departments and external governmental entities regarding budget and financial matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Budget Development and Administration

- Supervises, guides, and/or instructs the work assignments of subordinate staff.
- Oversees, develops, prepares, analyzes, and revises large or complex budgets and support schedules for assigned organizations, divisions, programs, or functional areas.
- Take the lead in coordinating the organization's annual fiscal year budget development process.
- Serves as a budget expert for the agency and/or multiple programs.
- Assesses financial and programmatic data to determine resources required to implement programs and services.
- Requests budgetary codes and ensures appropriate budget allocations are established and maintained.
- Monitors budget activity and expenditure patterns to ensure appropriate fiscal controls are maintained.
- Reviews budget estimates for completeness, accuracy, compliance with established procedures, and applicable regulations.
- Coordinates budget adjustments and related financial actions.
- Monitors and documents the use of funds and adherence to approved budget allocations.

- Compiles reports regarding annual funding received from the County.
- Compiles reports regarding annual indirect cost adjustments to the State.
- Performs fiscal year-end closing activities and assists with the preparation of required financial documentation.

Financial Analysis and Reporting

- Performs reviews and analyses of budget programs, financial data, and policy issues.
- Analyzes financial trends, proposed legislation, funding changes, and other factors that may affect agency operations and recommends appropriate courses of action to management.
- Analyzes agency budget and accounting reports and requests to maintain expenditure controls.
- Produces comprehensive analytical reports for agency leadership and other stakeholders.
- Compiles quarterly Board Reports and other financial reports as required.
- Develops reports for DeKalb Public Health, the Georgia Department of Public Health, County leadership, and other governmental entities.
- Interprets financial and budgetary information and communicates findings and recommendations to management.
- Monitors financial information to identify trends, discrepancies, potential risks, and opportunities for improved resource allocation.

Policies, Procedures, and Compliance

- Reviews, interprets, develops, and writes policies and procedures related to budgeting and other financial matters.
- Ensures budget activities comply with applicable federal, state, county, and agency policies, procedures, laws, regulations, and funding requirements.
- Assists with fiscal year-end activities and coordinates with outside auditors as needed.
- Provides documentation and responds to inquiries related to budget activities, financial records, funding, expenditures, and use of funds.
- Supports internal controls and recommends process improvements to strengthen budget management and fiscal accountability.

Leadership, Collaboration, and Communication

- Provides leadership, direction, and technical guidance to budget staff and program personnel regarding budget development, monitoring, adjustments, and fiscal requirements.
- Collaborates with the Chief Financial Officer, Administration Division leadership, program managers, accounting staff, department leadership, and other internal stakeholders to develop and monitor agency budgets.
- Works collaboratively with County representatives, Georgia Department of Public Health personnel, auditors, and other governmental entities regarding budget and funding matters.
- Serves as a resource to program managers and leadership regarding budget policies, procedures, funding restrictions, expenditure controls, and fiscal requirements.
- Communicates complex budget and financial information clearly and effectively to both financial and non-financial audiences.
- Prepares and delivers budget reports, presentations, and recommendations to leadership and other stakeholders.
- Responds professionally and timely to inquiries regarding budget status, funding, expenditures, policies, procedures, and financial matters.
- Promotes open communication, accountability, and collaboration across programs and departments.
- Builds and maintains effective working relationships with internal and external stakeholders.

BEHAVIORAL COMPETENCIES

The successful candidate should demonstrate:

- **Analytical Thinking:** Analyzes complex financial and budgetary information, identifies trends, and develops sound recommendations.
- **Attention to Detail:** Ensures accuracy and completeness of budgets, reports, financial data, and supporting documentation.
- **Accountability:** Takes ownership of assigned responsibilities, deadlines, financial information, and work products.
- **Leadership:** Provides direction, guidance, and support to staff while establishing clear expectations and promoting accountability.
- **Strategic Thinking:** Understands the relationship between budget decisions, agency priorities, program operations, and available resources.
- **Problem Solving:** Identifies budgetary and financial issues and develops practical, compliant solutions.

- **Decision-Making:** Exercises sound like professional judgment when analyzing financial information and making recommendations.
- **Organization and Planning:** Manages multiple budgets, reporting requirements, deadlines, and competing priorities effectively.
- **Communication:** Clearly communicates financial and budgetary information, policies, procedures, and recommendations verbally and in writing.
- **Collaboration:** Works effectively with leadership, program staff, financial personnel, government agencies, and external stakeholders.
- **Integrity and Ethics:** Handles financial information responsibly and maintains confidentiality and fiscal accountability.
- **Adaptability:** Responds effectively to changes in funding, legislation, regulations, organizational priorities, and budget requirements.
- **Customer Focus:** Provides timely, professional, and solutions-oriented assistance to internal and external stakeholders.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field from an accredited college or university.
- Three (3) years of professional budget, financial management, accounting, or job-related experience.
- At least one (1) year of supervisory experience.
- Knowledge of public health programs and/or state- and federally funded programs.
- Knowledge and proficiency in Microsoft Excel, Word, and/or PowerPoint.

PREFERRED QUALIFICATIONS:

- Experience with state and/or local government budget development and monthly budget oversight.
- Experience with budget adjustments and budget journal entries.
- Three (3) to five (5) years of experience using budgeting or financial software applications, such as Tyler Technologies or comparable systems.
- Experience developing, interpreting, and implementing budget policies and procedures.
- Excellent written and verbal communication skills.
- Experience in preparing comprehensive budget reports, financial analyses, and presentations.
- Experience working with County, state, and/or federal funding sources.
- Experience coordinating annual fiscal year budget development and year-end closeout activities.
- Experience assisting with financial audits and responding to auditor requests.
- Experience analyzing proposed legislation or regulatory changes and assessing their potential budgetary impact.

WORKING ENVIRONMENT

- Work is primarily performed in an office environment with regular use of computers, financial and budgeting systems, telephones, and standard office equipment.
- Requires prolonged periods of sitting and working at a computer while reviewing financial information, preparing reports, and analyzing budgets.
- Requires sustained attention to detail and concentration when working with complex financial data, budget documents, reports, and supporting schedules.
- Work involves managing multiple deadlines and priorities, particularly during annual budget development, quarterly reporting, and fiscal year-end activities.
- May require extended work hours during critical budget development, fiscal year-end closing, audit, or reporting periods.
- May require participation in meetings, presentations, training, budget hearings, audits, or other activities outside the immediate work area.
- Work involves access to confidential financial, budgetary, programmatic, and organizational information and requires appropriate discretion and confidentiality.
- Must be able to work independently while also collaborating effectively with agency leadership, program managers, financial staff, County representatives, state agencies, auditors, and other stakeholders.
- Work may involve periods of high activity and time-sensitive assignments associated with budget deadlines, fiscal year closing, legislative changes, funding requirements, and reporting requirements.

OTHER DUTIES

Performs other duties as assigned.

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.