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# Example of Budget Manager Job Description

Our innovative and growing company is hiring for a budget manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for budget manager

* Support Search Engine Marketing (SEM) campaigns across a portfolio of brands/categories, and contribute to Search Engine Optimization (SEO) best practices on L’OréalParisUSA.com
* Primary POC for DOE Funds Control and Budget reviews
* Audit support, including government agencies, Internal Audit, and others
* Serve as primary POC for DOE budget staff at DOE-ORO and DOE-PNSO
* Serve as PNNL’s primary POC for matters concerning federal budget formulation and execution
* Manage 3 staff members who are primarily responsible for DOE funding actions and IWO acquisitions
* Primary POC for all DOE funds-in activities and relationship management for DOE funds-in oversight
* Oversight of the DOE SPP and ACT proposal process
* Work with basic science, clinical, and administrative departments to develop and monitor budgets
* Identify overspent accounts and work with section admins, managers and AD's on corrective action plans

## Qualifications for budget manager

* Process budget adjustments to revenue and expense budgets as necessary throughout the course of the fiscal year
* Ensure grants reconciled and closed within 120 days
* Bachelor's degree in Accounting or Finance (or high school diploma/GED with at least 4 years of experience in a finance role)
* At least 3 additional years of experience in a finance position
* 5 + years of experience managing Public Sector projects that better align IT budget and achieve greater control over budget activities through more effective guidance across the entire Planning, Programming, Budget and Execution lifecycle at a Civilian Public Sector Agency is required
* 3+ years of experience and or an understanding of how to address the interrelationships between Process Improvement, Performance Management, Portfolio Management, Database Management & Data Integration & Analytics is required