



Example of Budget Manager Job Description

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Our company is hiring for a budget manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for budget manager

- Maintain a variety of manual and electronic fiscal information, files and records for the purpose of providing an up-to-date reference and audit trail
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform the functions
- Prepare a wide variety of materials including but not limited to annual budgets and financial reports for the purpose of documenting activities and meeting compliance requirements which may provide supporting materials for requested actions
- Product or portfolio roadmap planning experience
- Oversight of the DOE work authorization process, including review and approval of DOE work authorizations
- Oversight of the DOE proposal process, including review and approval of DOE Field Work Proposals (FWP's)
- Management of the acquisition process when goods/services are being obtained from another DOE entity
- Coordination of DOE Budget Call deliverables, including annual submittal of DOE-SC FWP's
- Oversight of close-out activities for DOE contracts and IWO acquisitions
- Responsibility for internal controls associated with DOE funding actions, work authorizations and IWO acquisitions

Qualifications for budget manager

- Experience working with Cloud-based, paperless, automated workflows,

- At least 2 Years of Portfolio/Project Management experience
- Masters / MBA degree (Accounting or Finance degrees)
- At least 2 year familiarity with an Agile/Scaled Agile Framework (SAFe)
- Oversight of SPP budget ceilings