

## **Accounting Budget Analyst** (AACOG)

The responsibilities include preparing, coordinating and administering agency budgets and budget amendments, budget procedures, and providing technical assistance on budget issues to program management; Guiding cost analysis processes by enforcing policies and procedures; Providing trends and forecasts; Explaining processes and techniques and recommending budget actions; Supervising and performing management and operational analysis of agency programs; Developing and maintaining the annual cost allocation plan for the agency; Training, and assisting program personnel.

Coordinate budgeting procedures; Oversee, prepare and track department and program budgets; Preparation of budgetary and management reports, trend analysis, creation of financial models and analyses of financial and operational metrics to evaluate and direct performance; Monitor performance indicators, highlighting trends and analyzing causes of unexpected variances; Improve performance by evaluating processes to drive efficiencies; Review reports on historical and future trends in performance to determine appropriate paths for financial development; Develop and review forecasts for a variety of departments and programs; Provide budget technical assistance to program management; Prepare and present presentations to Board of Directors and Senior Management.

Evaluate budgetary processes for the entire agency; Prepare monthly detailed variance reports; Provide expenditure data, trends, and budget recommendations; Analyze and recommend indirect rates; Track statistical information; Assist with state agency monitoring responses; Recommend financial actions by assessing options in relation to organization goals; Support management planning and decision making by identifying, maintaining, and evaluating information and recommending actions; Performs other duties as assigned.

**Desired Degree/Job Experience:** Bachelor's Degree in Accounting, Business Administration (with emphasis in Accounting, or related field; Five (5) years of Governmental Accounting experience or a combination of seven (7) years of Governmental Accounting, Public Accounting and not for Profit Accounting; Knowledge and experience in grant administration preferred; Or any equivalent combination of education, experience and training.

**Other Qualifications:** Necessary skills include financial analysis; Excellent written and verbal communication skills, and aptitude with organization and multitasking; Must demonstrate knowledge of Generally Accepted Accounting Principles, budget and forecast reports across multiple funding sources, and assess a contract's financial position; Possess skills in Microsoft Word and advanced skills in Excel; Knowledge of automated accounting systems; Ability to work efficiently and effectively under pressure; Ability to analyze and report data; Ability to establish and maintain effective working relationships with program management and other Alamo Area Council Of Governments employees; Occasionally lifting up to 30 lbs. moving storage boxes and carrying files.

This position is a Pay Grade 19 with a starting annual salary of \$58,766.03. This is an exempt position. Open until Filled. **Only electronic online applications will be accepted.**

AACOG offers a generous benefits package. These benefits can be reviewed at [ADVANTAGES of WORKING for AACOG](#).

**Apply online at:**

[www.aacog.com/jobs](http://www.aacog.com/jobs)

**Equal Opportunity Employer**