



*"People to match our mountains"*  
BUNCOMBE COUNTY, NORTH CAROLINA

## Buncombe County, North Carolina is seeking a Budget Director.

The community boasts unparalleled aesthetic beauty in tandem with established and ever-growing diverse and cosmopolitan amenities. With a population of more than 263,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities, as well as a mix of unincorporated areas. Here you'll find a unique mix of urban and rural communities, all a short drive from cities such as Charlotte, Atlanta, Knoxville, and more. Buncombe is known for its natural beauty and is surrounded by multiple national parks. An evening drive on the Blue Ridge Parkway is an unforgettable scenic trip with breathtaking views of our majestic mountains.

More than 225 years old, Buncombe County was home to many indigenous towns primarily occupied by the Cherokee People, but was also home to other indigenous cultures like the Catawba People. Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, F. Scott Fitzgerald, Nina Simone, Roberta Flack, and others whose imprints are scattered throughout the county. The iconic Biltmore House is the country's largest privately owned residence, still owned by George Vanderbilt's descendants and receives more than one million visitor every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville. Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continues to attract top-notch talent from around the world.







## **The Position: Budget Director**

Buncombe County is a caring community in harmony with its environment where residents succeed, thrive, and realize their potential. Our mission is to promote a healthy, safe, well-educated, and thriving community with a sustainable quality of life; to provide effective and efficient government our citizens can trust; and to deliver needed service through a responsive work force committed to excellence, integrity, and teamwork.

The primary purpose of this position is to provide overall planning, administration and implementation of the County's annual budget process and direct the preparation of budget analyses, reports and recommendations to the County Manager and Board of County Commissioners.

**Minimum education, training, and/or experience:** Bachelor's degree in accounting, business, or public administration or related field and five (5) years of progressively responsible finance, budget, or accounting experience including three (3) years of management level experience; or an equivalent combination of experience and training.

**Additional Training and Experience:** Considerable progressively responsible administrative level experience in public sector accounting work, including experience in fiscal management, and budgeting.

### **Essential functions:**

- Develop and implement budget policies, guidelines, and procedures for the adoption, management, and administration of the County budget to ensure compliance with applicable policies, laws and standards.
- Manage and Coordinate annual budget process; monitor budget to actual trends. Provide strategic and policy guidance and recommendations.

- Coordinate and direct the preparation of the County's Capital Improvement Plan. Review and analyze departmental budget requests for accuracy and justification of allocations and expenditures and make recommendations on request.
- Direct the maintenance of financial reporting to capture departmental expenditure and revenue budgetary data to provide historical and current financial data.
- Solicit and analyze budget requests from schools and other special districts; supervise the development and analyses of budget requests, and prepare budget proposal for action by County Commissioners.
- Attend budget hearings with County Manager, Commissioners and department heads, explaining budget proposals and responding to inquiries.
- Provide personnel/team management to ensure a competent workforce: Recruit and select department personnel; assign, direct, train and inspect the work of staff; reward, discipline, coach, counsel and evaluate staff performance; develop staff schedules; recommend transfers, promotions, suspensions, terminations, and demotions.
- Provide direct and indirect supervision to staff assigned to the Budget Division ensuring adherence to established policies, procedures, and standards.
- Perform special projects involving financial analysis and/or forecasting as requested by supervisor and/or Commissioner.
- Perform other related duties as assigned.

**Knowledge, skills, and other abilities:**

- Knowledge of federal, state, and local laws and policies concerning County fiscal operations.
- Knowledge of accounting concepts, principles and practices as applied to local government.
- Knowledge of public finance administration, and the budget process.
- Knowledge of the operations of County Government including taxation and other sources of income.
- Knowledge of County rules and regulations regarding the budget and fiscal practices, Knowledge of the principles and practices of statistics with particular reference to their application to financial, budgetary and operational activities.
- Knowledge of management techniques and practices; modern office practices and procedures. Knowledge of the current literature, trends, and development in the fields of governmental accounting, budgeting, and public finance administration.
- Skill in accounting and statistical analysis.
- Ability to analyze and interpret fiscal and accounting records and complete financial statements and reports from such records.

- Ability to maintain standard accounting and control measures for County government.
- Ability to prepare and submit clear, complete and concise reports.
- A certified local government budget officer is preferred.
- Ability to evaluate budget requests and activities through an equity lens.

**Location:** Asheville, NC

**Job Posting End Date:** This position will be posted until filled. An initial review of applications will start (2 weeks after post date). This posting may close without notice.

**Salary Range:** \$90,519.61 - \$125,387.29

Buncombe County Government realizes the importance of a diverse professional workforce and the need to foster a responsive and innovative organizational culture, one that fully engages all of our employees, honoring and building on each employee's unique experiences, opinions, and perspective.

It is the policy of Buncombe County to provide equal employment opportunities (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law. In addition the Agency expressly prohibits any form of workplace harassment or discrimination.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

To apply, visit [buncombecounty.org/jobs](https://buncombecounty.org/jobs)

