

THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479



EMPLOYMENT OPPORTUNITIES

Budget Analyst

Your Career, Your Community

Are you a numbers person with an eye for detail? Do you enjoy analyzing data and reports? If so, the City of Salisbury has the perfect position for you! The Finance Department invites you to apply to join the team as a Budget Analyst.

The Finance Department has an exciting opportunity for a motivated individual who will perform professional analytical and complex administrative work in the budgetary process and monitoring budgetary performance measures. Main duties include but are not limited to: analyzing budgetary data, budgetary requests, and interpreting and applying budget guidelines. Work includes performing budget preparation and financial research; assisting in the preparation of budget documents; performing analysis on general ledger accounts; preparing budget transfers and amendments; predicting revenue based on rate changes; responding to departmental requests for finance or budget data; preparing a variety of financial reports and records; assisting in projects requiring financial analysis and review of historical financial data; and performing related fiscal duties. The successful candidate will be able to multi-task, prioritize assignments, and adapt to a fast-paced work environment.

We offer a rich benefit plan (*Health Insurance - city contribution to Health Savings Plan, Dental, Onsite Wellness Clinic, 13 Paid Holidays, one day of Sick Leave accrued per month, One Annual day accrued per month, Employer Contribution to the NC State Retirement Plan and City Contribution to 401(k) plan, and more*).

Join the City of Salisbury for a rich benefit plan, opportunity for career advancement and ability to work with a fast-paced team that aims to exemplify the City's values by showing purpose, passion and priority. We focus on providing exceptional customer service by integrating these values into the services we provide as a team.

Minimum Requirements:

- Graduation from an accredited college or university with a bachelor's degree in accounting, finance, or business administration and experience in budgeting or financial analysis, preferably in the public sector; or an equivalent combination of education and experience.
- Must have a valid NC Driver's License.
- Excellent analytical, reporting, presentation and communication skills.
- Ability to work independently in a high-pressure environment and meet deadlines.
- Ability to obtain NC Certified Local Government Budget Officer Certification.
- 1-3 years of governmental accounting experience preferred.

Closing date: December 9, 2025

Hiring range: \$55,518.18 - \$79,391.43 (Depending on Experience)

\$2,000.00 sign-on bonus to be paid as a lump sum after successful completion of probationary period.

For questions, please call/email: Phone: (704) 638-5217; Email: humanresources@salisburync.gov

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services. The City of Salisbury is a Drug Free Workplace.