



## **Employment Opportunity**

Management and Budget Analyst

Bureau of Budget

\$52,749 annual salary (Grade C13)

Exempt Position ~ 40 hours weekly with full benefit package

**Apply By: Friday September 15, 2017 @ 5:00 p.m.**

### **GENERAL RESPONSIBILITIES**

Analyzes, reviews, monitors, provides guidance and presents budgets in accordance with the fiscal management goals and objectives and Federal, State, and local laws.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Approve, recommend and prepare adjustments, journal entries, and reports
2. Prepare and maintain schedules, statistical tables, reports and verified work publications
3. Participate in work groups and attend public meetings
4. Prepare comparative analysis, monitor and approve fiscal revenues and expenditures
5. Assist in developing long-term revenue and expenditure projections
6. Act as liaison with agencies and organizations on projects
7. Perform related duties as to specific assignments
8. Any employee may be identified as Essential Personnel during emergency situations
9. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
10. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

### **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Accounting, Economics, Finance, Political Science, Public Administration or related field
2. Two years experience in finance or budget management\*

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

**Apply on-line: [ccgovernment.carr.org](http://ccgovernment.carr.org)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**POSTED: 08/31/17  
(18-20)**

**Carroll County is an equal opportunity employer**