



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Budget Office	JOB GRADE:	19
JOB TITLE:	Budget Officer	BI-WEEKLY SALARY:	\$4,031.42 - \$5,039.28
LOCATION:	501 N. Thompson Conroe, TX 77301	CIVIL SERVICE:	NA
SHIFT HOURS:	Monday – Friday 8:00am – 5:00pm		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 – 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

To be considered for this position a Montgomery County application, resume and College transcripts are REQUIRED.

Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> Bachelor’s Degree in Business Management, Public Administration, Finance or related field required Seven (7) years of progressive responsible experience in government accounting, budget analysis and preparation, or an equivalent combination of education and related experience Excellent communication skills required, verbal and written Must be able to multi-task and prioritize and complete multiple projects in a timely manner | <ul style="list-style-type: none"> Requires proven accounting skills Requires strong organizational skills Must be able to communicate effectively with the public, elected officials and department heads Excellent time-management skills required General knowledge of office related equipment required 10-key by touch required Requires advanced Word processing and spreadsheet experience Requires knowledge of visual presentation equipment (ex: PowerPoint) |
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Primary Job Duties

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| <ul style="list-style-type: none"> Responsible for financial and resource planning for all of Montgomery County Oversees preparation of recommended annual budget: Assists departments in preparing budget request; Performs and supervises analytical studies; Projects balanced budget expenditures and revenues; Makes recommendations regarding financial needs of departments to Commissioner’s Court Monitors performance of departments in meeting annual budget goals. Prepares and presents oral and written performance reports to Commissioner’s Court | <ul style="list-style-type: none"> Assists Commissioner’s Court in developing and maintaining articulated policies and procedures for budget preparation Assists Commissioner’s Court with long-term financial planning. Employs reliable forecasting models, methodologies, and processes to perform analytical studies. Prepares and presents oral and written reports to Commissioner’s Court. Supervises Budget Office staff: Ensures adherence to established policies and procedures. Assists and advises staff in resolving problems and non-routine situations. Administers personnel matters and departmental budget Serves as a member on various County Committees: Attends meeting, providing input as appropriate. Serves on Contracts Review Committee; Serves as advisor to Investment Committee. |
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After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	496-9504-1	Requisition No:	2572
Date Posted:	10/11/2017	Equal Employment Opportunity Employer	