

**ATLANTIC COUNTY GOVERNMENT**

**JOB ANNOUNCEMENT**

**PLEASE POST**

CONTINUOUS

**TITLE:** Assistant Budget Officer

**SALARY:** \$53,735 – \$62,093

Hours: 40  35

**DEPARTMENT:** Administrative Services

Union:  Mgmt

**LOCATION:** Atlantic City

NJCSC Test Required: Yes  No

Grant Funded: Yes  No

**DEFINITION:**

The Assistant Budget Officer will, under direction, assists the Budget Officer in planning, coordinating, and supervising the preparation, review and analysis of the budget; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may no be listed.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. Accounting or Economics degree preferred.

**NOTE:** Applicants who do not meet the above educational requirement may substitute additional work experience as described below on a year for year basis. Applicant must have high level skills in using excel spreadsheets. Knowledge of SAP financial systems is beneficial.

**EXPERIENCE:**

Four (4) years of experience in the development, evaluation, analysis, and revision of budgetary control systems and in budget preparation and presentation, one (1) of which shall have been in a supervisory capacity.

**SUBSTITUTION:** A Master's degree in Public Administration, Business Administration, Government, Political Science, Economics, Industrial Engineering or Industrial Management from an accredited college or university may be substituted for one (1) year of the indicated nonsupervisory experience.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**EXAMPLES OF WORK:**

Assists the Budget Officer in performing the following tasks:

Evaluates budget requests.

Determines the amount of money involved in budgetary requests.

Drafts a preliminary budget.

Relates operational changes to budgetary requirements.

Establishes and maintains budgetary controls.

Prepares ordinances or resolutions as they apply to present and projected budgetary requirements.

Reviews budgetary practices.

Conducts research designed to improve budgetary administration.

Develops financial and program activity reports.

Performs administrative studies and develops work standards, measurement techniques, and reporting systems.

Prepares correspondence and reports on budgetary and research matters.

Assigns, reviews, and supervises the work of subordinates.

Attends budget meetings and supplies necessary information or explanations.

May assist in the performance of fiscal duties other than budgetary.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of modern government budgeting problems, concepts, practices, and methods and their application to specific situations, and of statistical and research theory, practices, and procedures.

Ability to organize assigned budget, research, and related work and develop effective work methods.

Ability to develop budget procedures and adequate work programs for carrying out of such budgets.

Ability to discuss budget matters with department supervisors.

Ability to prepare accurate and informative reports.

Ability to provide suitable assignments and instructions to assigned personnel.

Ability to prepare correspondence, and to establish and maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401**

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