



Budget Officer

This is a full-time, classified, bargaining position in our Administration Division at Clark County Department of Job & Family Services. Primary duties include maintaining expenditures, reconciling budget accounts, and balancing the budget.

Minimum Qualifications:

- Completion of undergraduate major core coursework in business management with an emphasis on budgeting, accounting or similar field of study. Or completion of eight accounting courses at the college level, or equivalent work experience.
- Must have 2 years clerical experience utilizing PC and advance function software for spreadsheets and database management.
- Ability to calculate fractions, percentages and decimals, and to read and write common vocabulary.

Benefits:

- Medical Insurance
- Dental Insurance
- Vision insurance
- Sick & Vacation leave
- 14 paid holidays
- Employee assistance program
- Retirement Plan
- Disability & Life insurance
- Tuition reimbursement



Responsibilities: This position is responsible for budgeting, accounting, and other fiscal duties for the agency. This includes maintaining expenditures, reconciling budget accounts, and balancing the budget. This position assists in preparing and submitting various reports. The individual collects and analyzes data for fiscal reports. The individual assists in the development and coordination of fiscal and managerial accounting systems. The individual needs to complete billing and invoice approvals within prescribed deadlines. The individual becomes responsible for specific funds assigned, monitoring balances, and reporting to his/her supervisor. The individual becomes responsible for auditing assigned files, accounts, records, and reports. The individual may be responsible for other tasks such as procurement of goods, depositing funds and other related Business Services functions. The individual may interact with elected officials, vendors, and other members of the public. The individual demonstrates the ability to manage diverse tasks and complex problem solving.

Pay: \$16.55/hr. + 3% increase after successful probation

Your County. Your Life. Your Impact.

To apply visit: <https://www.clarkcountyohio.gov/jobs.aspx>

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