



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **SENIOR BUDGET TECHNICIAN**
(Provisional* Appointment)

SALARY: \$44,636 - \$61,158 annually

LOCATION: Monroe County Department of Environmental Services

HOURS: Normally Monday – Friday (40 hours per week) but could be any shift deemed necessary by the department. Call-ins, standby, overtime, weekends, and holidays as may be needed or required.

JOB SUMMARY:

This is a senior level staff position responsible for the development of an annual budget for a county department or town, village or school district. Duties involve analyzing and tracking various programs and projections of financial data including prior expenditures and planned initiatives in the development of budget estimates, overseeing the tracking of internal costs and developing charge-backs, and ensuring expenses are properly allocated. The Senior Budget Technician also provides technical assistance to management personnel in interpreting and controlling budgets. This position differs from Budget Technician by virtue of independently developing budgets, providing management with solutions to budgetary issues, and performing more analysis. The employee reports directly to, and works under the general supervision of a department head, financial or budget officer, or other higher level staff member. General supervision may be exercised over technical and clerical support. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's or Master's degree in Business Administration, Public Administration, Accounting, Economics, Finance, Mathematics, Statistics, or a closely related field plus two (2) years paid full-time or its part-time equivalent experience in accounting, budget activities, or financial activities; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: May 29, 2024

Posting Deadline: Until Filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.