

The County of Nassau is seeking candidates for the position of Budget Examiner for the Office of Management and Budget.

Summary

The Office of Management and Budget (OMB) is the County's principal financial agency. OMB's staff of analysts and experts ensure that the County's Operating Budget is in balance and that the County allocates resources in a manner that is consistent with the County Executive's priorities and with the goals and objectives of County departments.

Job Description

The duties of the position include, but are not limited to, the following functions:

- Prepare monthly financial projections for assigned departments to ensure departments are within their annual budget spending and revenue targets. Provide detailed explanations of variances and make recommendations for corrective actions to address excess spending and/or revenue shortfalls
- Review and approve purchase orders, requisitions and service contracts for assigned departments to ensure requests are consistent with department goals and mission statements
- Review and approve Personnel Requests, Grant Requests, Supplemental Appropriation Requests and Budget Transfers for assigned departments
- Assist with the preparation of the annual County operating budget
- Perform research and tasks for special projects, as needed

Qualifications

- 4-year college degree
- 4+ years of related financial/accounting experience
- Strong knowledge of Microsoft Office software programs, especially Excel
- Strong analytical skills
- Excellent verbal and written communication skills
- Ability to multi-task and thrive in a fast pace environment
- Ability to work well individually as well as with a team

For consideration, please send resume and cover letter to:
jobs@nassaucountyny.gov, with "BE" on subject line.

Salary \$55,000

Nassau County Residency Preferred.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR