



BUDGET AND MANAGEMENT SERVICES DEPARTMENT POSITION ANNOUNCEMENT

Budget and Management Technician

Assists in the preparation of the annual budget. Coordinates budget document development including format design, printing and distribution of budget materials to departments and agencies. Provides assistance with and coordinates the Non-Profit grant application and contract monitoring process. Assists in the annual Capital Improvement Plan review and update. Prepares reconciliation worksheets and budget reports. Reviews departmental request for accuracy, completeness and consistency with budget policies and procedures. Performs budget research and analysis as assigned. Knowledge of Microsoft Office with Excel proficiency and excellent oral and written skills required. Prior experience with SAP or similar ERP system is desired.

Requires any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in accounting, public administration, finance or related field and two years of budget or finance experience. Budget experience in local government is preferred.

Closing Date: September 25, 2015

Position Number 40008727

Salary Range \$36,000 to \$64,800

To apply for the Budget and Management Technician position, please visit Durham County Government's career page at: <http://bit.ly/1PHDODs>.

Effective October 06, 2014, applications for all positions must be submitted through the online application system by the closing date to be considered. Applications submitted via mail, email, walk in or fax will not be accepted, retained or released to hiring departments. Applications submitted via these means will be returned to the applicant. It is the applicant's responsibility to submit an online application by the closing date.