

NOTICE OF VACANCY

February 5, 2020

JOB TITLE: **DIVISION DIRECTOR, BUDGET MANAGEMENT**

JOB STATUS: Full time, 40 hours/week; Unclassified, Non-Represented

DEPARTMENT/DIVISION: Department of Finance and Library Services
Division of Finance

PHYSICAL LOCATION: Sussex County Administrative Center
One Spring Street, Newton, NJ 07860

SALARY RANGE: \$87,739. To \$148,816.

CLOSING DATE FOR APPLICATIONS: February 15, 2020

TENTATIVE START DATE: To be determined

This full-time position reports directly to the Chief Financial Officer. Responsibilities include budget preparation and oversight, interaction with the various departments and divisions related to budget submissions and monitoring, and training personnel in regards to budget preparation. Other duties include but not limited to tracking salary changes for compliance with the budget, review of job requisitions, costing out of labor contracts and review of County College and Technical School capital reimbursements. Knowledge of NJ Municipal and/or County Budget Statutes required. Strong analytical skills, extensive knowledge of Excel and Municipal Software required. Bachelor's degree required. CMFO/CCFO License preferred. Salary determined by qualifications. Please fill out employee application on the County website www.sussex.nj.us under Jobs and submit with resume to employeeservices@sussex.nj.us Or mail to Sussex County Administrative Center, One Spring Street, Newton, NJ 07860

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.