

Please Post

October 5, 2023

NOTICE OF VACANCY

TITLE: **DIVISION DIRECTOR, BUDGET MANAGEMENT**

JOB STATUS: Full Time – 40 Hours/Week

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

STARTING SALARY: \$93,104

CLOSING DATE: Until Filled

START DATE: To Be Determined

JOB DUTIES:

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 maintaining position control, 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. CMFO/CCFO License preferred. Salary determined by qualifications.

MINIMUM REQUIREMENTS:

EDUCATION:

Bachelors Degree required.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton NJ 07860

Email: employeeservices@sussex.nj.us

Fax: 973.579.0355

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.