



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Budget	<b>JOB GRADE:</b>	13
<b>JOB TITLE:</b>	Budget Analyst	<b>BI-WEEKLY SALARY:</b>	\$2,014.00- \$2,139.97
<b>LOCATION:</b>	501 North Thompson, Suite 404 Conroe, TX 77301	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Monday-Friday (8:00am-5:00pm)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

## Education, Experience and Skill Requirements

- Requires a college degree or 3 or more years experience in related field
- Computer, 10 key calculator, scanner, printer, phone
- Requires intermediate to advanced word processing, spreadsheet, and/or other type of computer software experience.
- Communication skills, accounting skills, organizational skills, ability to multi-task, and ability to complete projects on tight deadlines
- Math skills, big picture thinking, open to new ideas/change, and ability to work as a team

## Primary Job Duties

- Compile and publish County annual budget
- Prepare schedule of position salary budgets
- Prepares reports for Commissioners Court detailing impact of change requests
- Assist the County budget preparation, analysis, and presentation. Communicating with key county stakeholders, making recommendations on the most efficient and effective use of the County's finances.
- Exchange information with other entities regarding budget matters, special studies, legislation.
- Assist in creation of Capital Improvements Plan
- Maintaining the County Annual budget
- Making recommendations on most efficient use of funds
- Assisting in budget preparation
- Perform fiscal research and analysis

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	496-4430-1	Requisition No:	2617
Date Posted:	04-24-2018	Equal Employment Opportunity Employer	