



Cuyahoga County Personnel Review Commission Eligibility List

Classification: Budget Officer 2
Appointing Authority: Children and Family Services
Examination Date(s): September 14, 2018
Date List Established: September 18, 2018
Date List Expires: September 17, 2019
Status: Competitive
Examination Maximum Score: 80 Points
Examination Passing Score: 59 Points

<u>Rank</u>	<u>Last Name</u>	<u>First Name</u>	<u>Score</u>
1.	Reynolds	Michael	73
2.	Rodgers	Bruce	64
3.	Malitz	Ken	63
4.	Wisnieski	Patricia	62
5.	Kibler	Jane	60
6.	Ferguson	Marsita	59



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Budget Officer 2

Division of Children & Family Services
Location: 3955 Euclid Avenue
Cleveland, OH 44115

Salary: \$47,507.20 - \$51,584.00
Hourly Rate: \$22.54 - \$24.80
Pay Range: 9

Reports to: Business Services Manager
Hours: 8:30 AM to 4:30 PM
Monday - Friday

This position is subject to civil service examination. Exam information will be sent to qualified applicants at a later date. All communications about testing will be made via email, using the email address on your online profile. You must monitor your email account for notifications sent from PRCEmploymentTesting@cuyahogacounty.us.

REQUIREMENTS: Bachelor degree in accounting or related field with two years of budgetary or similar experience.

RESPONSIBILITIES: The purpose of this classification is to function as lead worker and provide technical assistance to lower-level budget officers, payment processing account clerks and other agency staff. In addition, this position functions in the preparation, evaluation, and coordination of agency budget, budget projections and to maintain system for expenditure control and fiscal accountability.

Essential Job Functions:

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Functions as lead worker (e.g. provides technical assistance, coordination and/or training to other budget officers, payment processing account clerks, and other agency staff.)

Maintains system for expenditure control and fiscal accountability (e.g. monitors budget appropriations and proposes budget adjustments, realignments, expense and revenue transfers and budget variance analysis.) Also responsible to provide technical assistance in order to keep expenditures within the department's budget appropriation; analyzes and advises management on monthly, quarterly, and annual expenditures; monitors contractual obligations, and assists in the preparation of the department's quarterly budget projections and annual budget request.

Reviews, revises as necessary, and approves agency vouchers for payment of goods and/or services rendered.

Prepares various internal and external monthly and quarterly fiscal and budget reports for agency management and other outside parties (e.g. County budget and fiscal officer, State government, etc.)

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Applications must be received by 4:30 pm, August 24, 2018

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the Cuyahoga County Code.

Equal Opportunity Employer - Smoke-free and Drug-free Workplace.
Visit our website: www.cuyahogacounty.us

Posted: 07/24/2018